DOCUMENT RESUME

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ABSTRACT

To increase the efficiency of human and financial resource allocations, the El Dorado County, California, Office of Education initiated a planning, programing, budgeting system (PPBS). This document is a progress report on the effectiveness of the system after one year of operation. It contains (1) a statement on goals, (2) charts of the program structure, and (3) descriptions, budgets, and financial plans for 69 instructional and administrative programs. The project was funded by an ESEA Title III grant. [Not available in hard copy due to marginal legibility.] (RA)

OE/BESE
Title III
EA

ED 047355

PLANNING PROGRAMMING BUDGETING SYSTEM

FISCAL YEAR 1971

EL DORADO COUNTY OFFICE OF EDUCATION

BEST COPY AVAILABLE

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Orval Beckett
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Mrs. Clara E. Neilsen
Kathy O'Meara, Student Representative
Steve Petrone, Student Representative

Hans A. Mayr
County Superintendent of Schools

EA 003 256

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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El Dorado County Office of Education
HANS A. MAYR, *Superintendent*
337 PLACERVILLE DRIVE
916-622-7130
PLACERVILLE, CALIFORNIA 95667

June 30, 1970

Dear Reader:

During the last year the El Dorado County Office of Education cooperated with the State of California Advisory Commission on School District Budgeting and Accounting and the consultant firm of Peat, Marwick, and Mitchell in the development of a planning, programming, budgeting system describing the operation of five school districts and the county program. You will find the county PPBS and a representative district PPBS in this publication. But before you examine these documents, reflect upon a few factors affecting the PPBS movement in education.

"Accountability" is the coming cliche among schoolmen. And as with most cliches, the message is clear. It is that men and women working in schools are responsible for children and youth learning skills, gaining knowledges, and cultivating commitments and feelings which will help those young people possess the fullest possible measure of their human potential. Yes, teaching a child to read is difficult enough; encouraging him to understand and accept a high and a humane purpose in life is far more difficult. But teachers, administrators and board members must shoulder those RESPONSIBILITIES and many others. And they must also be ACCOUNTABLE to a child, his parents, and society in guiding learners to personally and socially rewarding growth.

Yet like most social institutions, the school is told it must use the human and financial resources given it more efficiently in reaching established goals and objectives. It must allocate those resources prudently. It must choose educational settings which are more effective in answering learner needs and exploiting opportunities for learning. It must demonstrate that children are more skillful, have increased knowledge, or have become more humane as a result of their school experience. It must start failing programs and stop failing children as it changes and improves. A heady charge indeed.

I believe that managing instruction by objectives within a planning, programming, budgeting system to promote greater accountability is a way for the school to better gain its intended ends. The El Dorado County PPBS arrangement is based on eight major processes and outcomes sequenced below, and when the system is fully operational, schools and the county office will examine themselves regularly and frequently through those eight elements. But in the first year only four of the eight were completed -- the goals statement, the program structure, the program description (goals and objectives), and program budget and financial plans. You will find those elements in this publication. I hope they give you some new insight into our ways of working.

During the project life many people contributed to its success. I give you their names and give them my appreciation for their good job.

1. Needs/Opportunities Statement
2. GOALS STATEMENT
3. PROGRAM STRUCTURE
4. PROGRAM DESCRIPTION
5. Cost/Benefit Analysis
6. Program Implementation Plan
7. PROGRAM BUDGET AND FINANCIAL PLAN
8. Evaluation Report

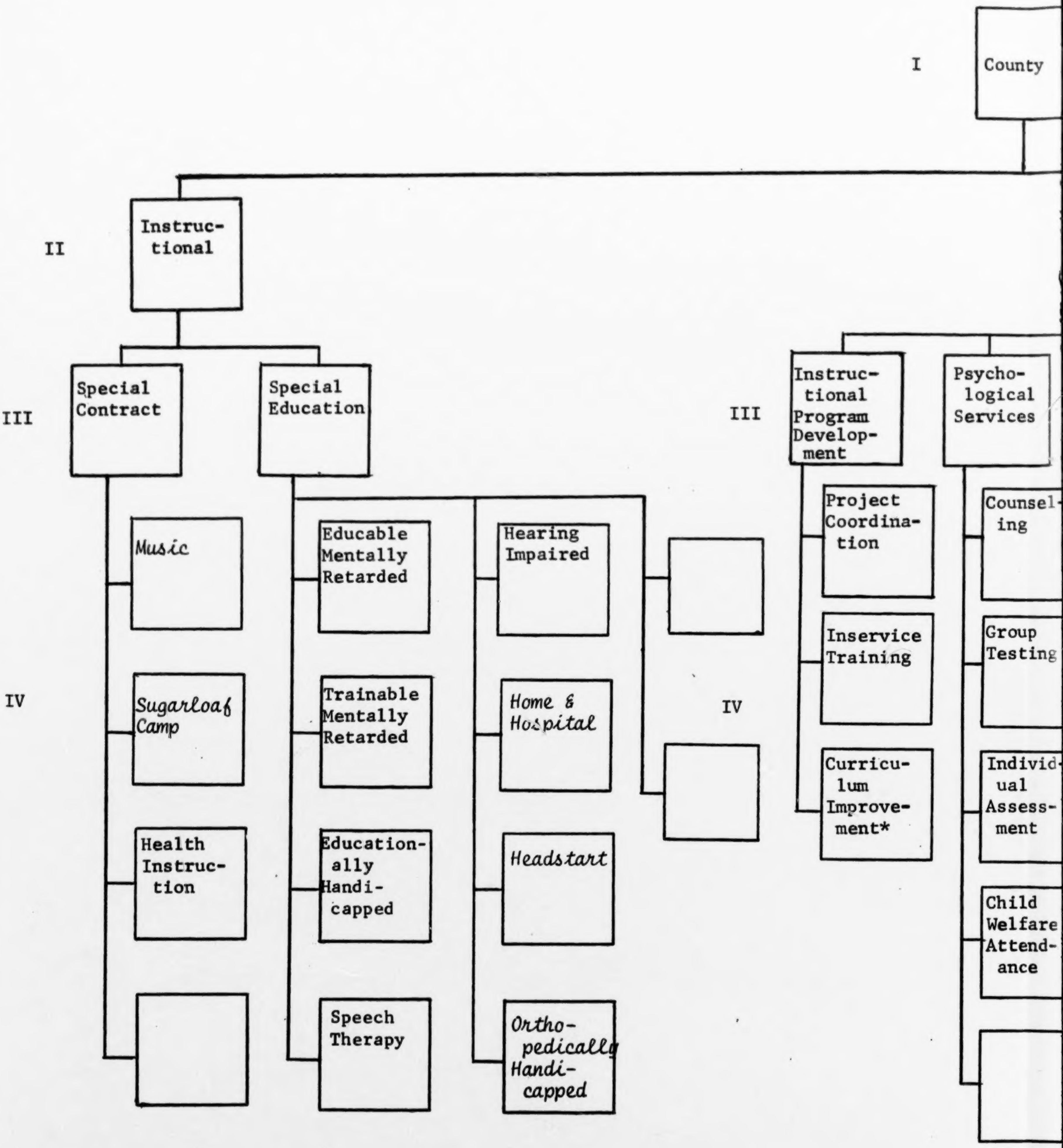
Wilmar Grossbach, Ed.D., Co-Director
William Zachmeier, Ed.D., Co-Director
Betty Williams
Barbara McFall
Marjorie Bolton
Alvin Reetz
Dorothy Emery
Roy Mangini
Dean Orr
Marie Foley
Margaret Slater
Joseph Chapman
Robert Anderson
David Hawley
Duane Riddle
John Genasci
Allen Tuttle
Margaret Ellison
Ray Mills
Joan Wiglesworth
Bonnie Roberts

Sincerely,

Hans A. Mayr

Hans A. Mayr
County Superintendent

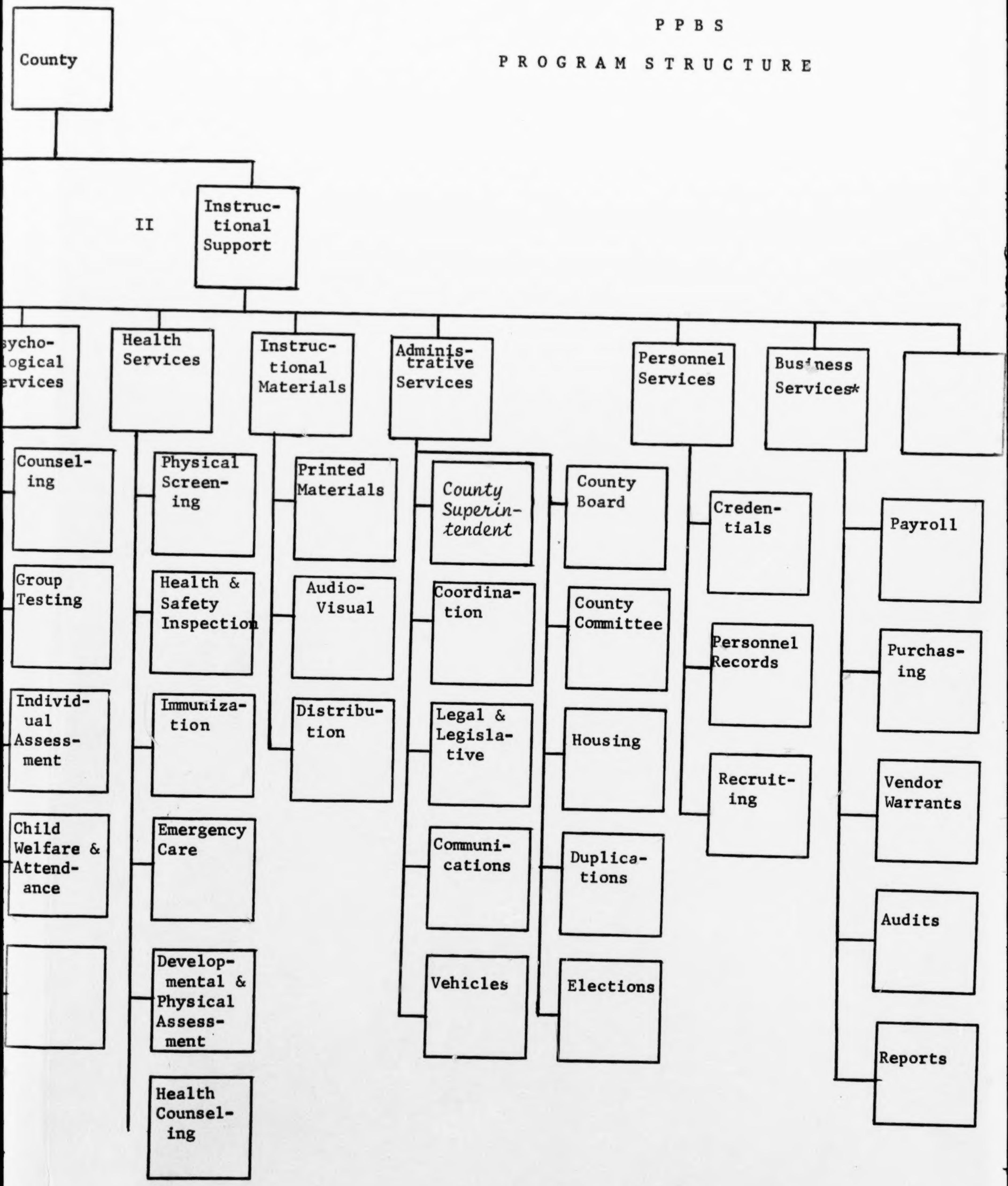
HM:bg


I
County
II
Instructional
III
Special Contract
Special Education
Instructional Program Development
Psychological Services
IV
Music
Sugarloaf Camp
Health Instruction
Educable Mentally Retarded
Trainable Mentally Retarded
Educationally Handicapped
Speech Therapy
Hearing Impaired
Home & Hospital
Headstart
Orthopedically Handicapped
Project Coordination
Inservice Training
Curriculum Improvement*
Counseling
Group Testing
Individual Assessment
Child Welfare Attendance

Goals and objectives not yet developed

PPBS

PROGRAM STRUCTURE


County
II
Instructional Support
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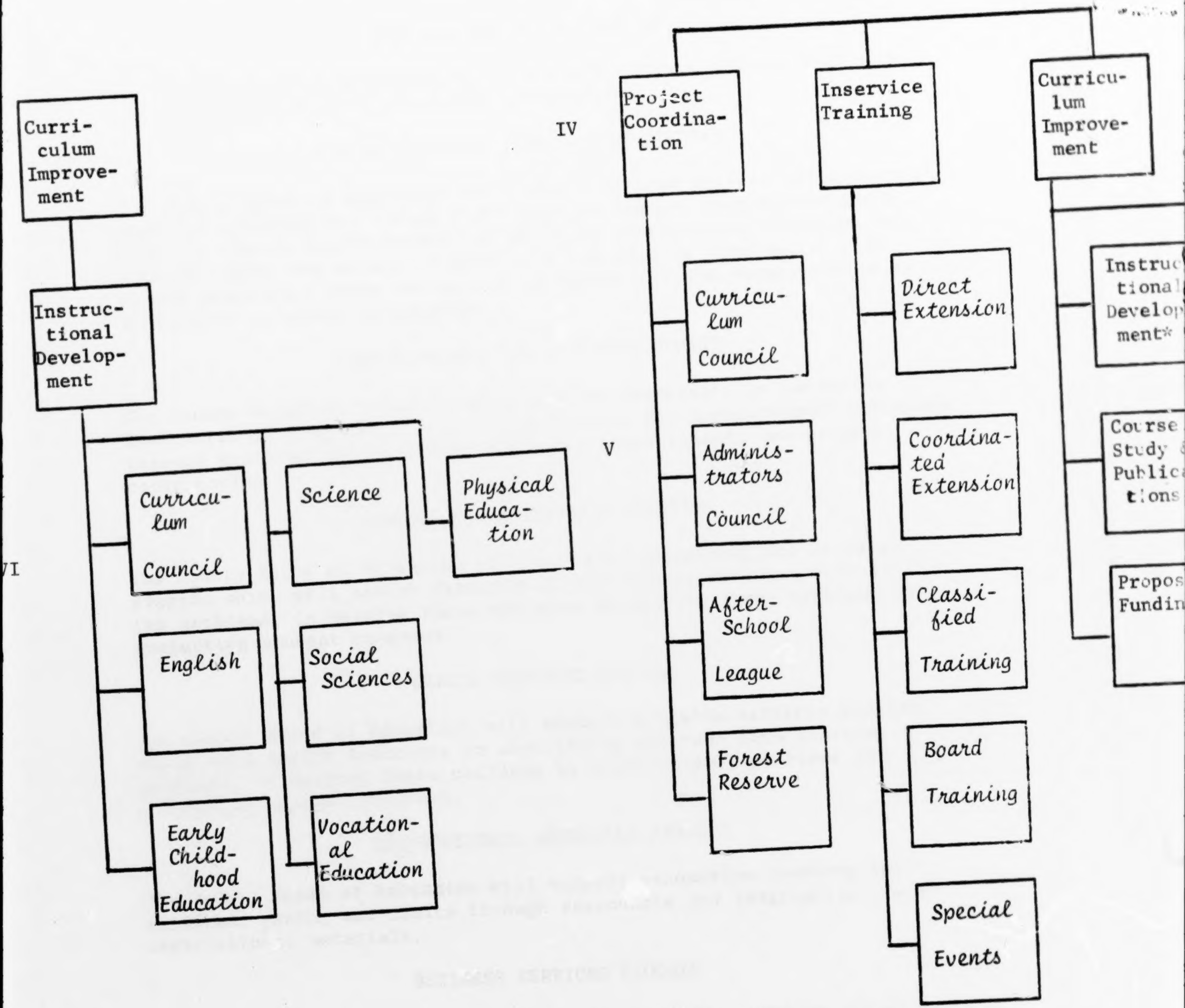
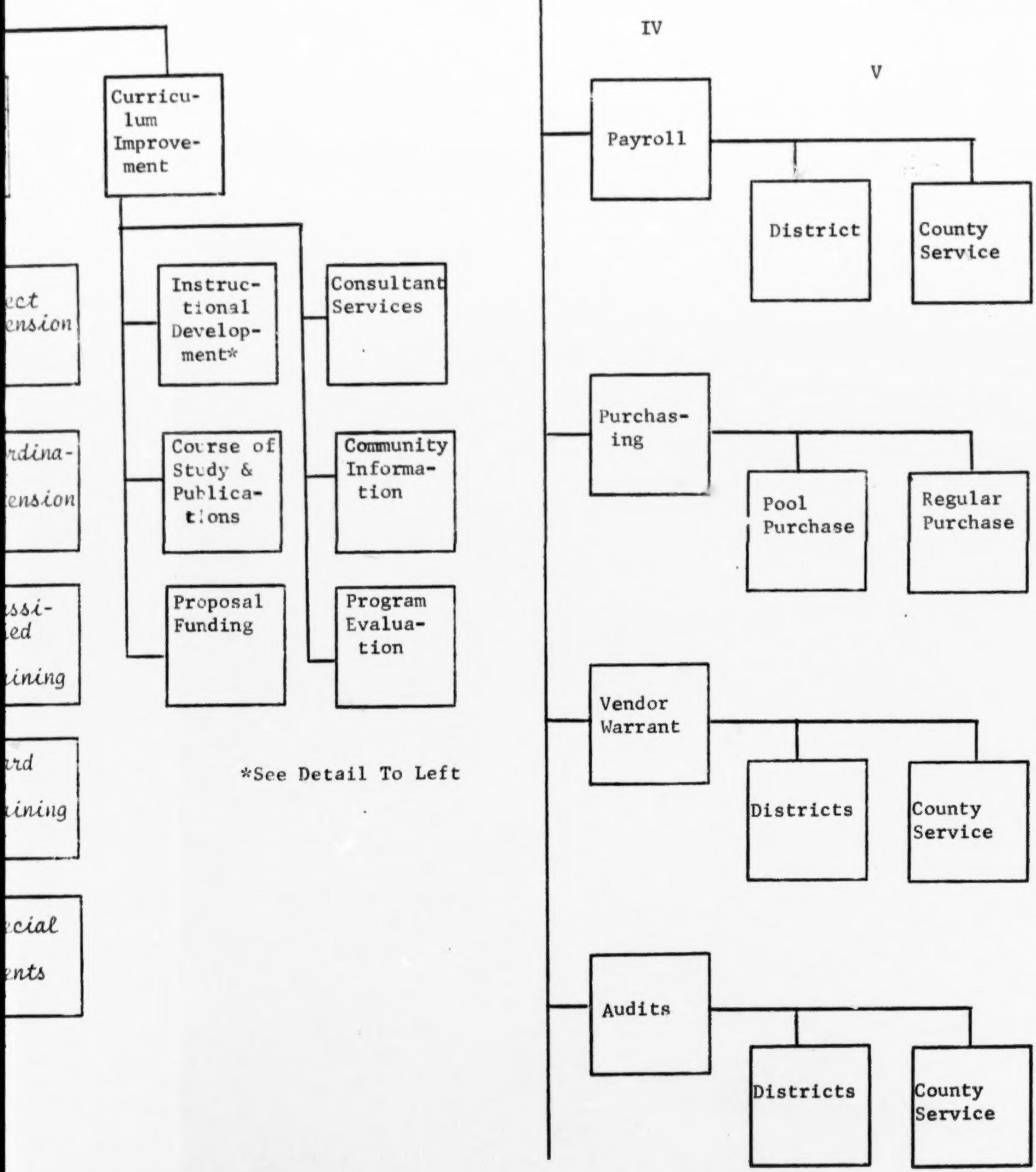
Counseling
Group Testing
Individual Assessment
Child Welfare & Attendance
Health Services
Physical Screening
Health & Safety Inspection
Immunization
Emergency Care
Developmental & Physical Assessment
Health Counseling
Instructional Materials
Printed Materials
Audio-Visual
Distribution
Administrative Services
County Superintendent
Coordination
Legal & Legislative
Communications
Vehicles
County Board
County Committee
Housing
Duplications
Elections
Personnel Services
Credentials
Personnel Records
Recruiting
Business Services*
Payroll
Purchasing
Vendor Warrants
Audits
Reports

*See Detail Page


IV
V
VI
Curriculum Improvement
Instructional Development
Curriculum Council
English
Early Childhood Education
Science
Social Sciences
Vocational Education
Physical Education
Project Coordination
Curriculum Council
Administrators Council
After-School League
Forest Reserve
Inservice Training
Direct Extension
Coordinated Extension
Classified Training
Board Training
Special Events
Curriculum Improvement
Instruc tional Develop ment*
Course Study & Publica tions
Propos Fundin

PPBS PROGRAMMED STRUCTURE
DETAILED PAGE


IV
V
Curriculum Improvement
Instructional Development*
Course of Study & Publications
Proposal Funding
Consultant Services
Community Information
Program Evaluation
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Payroll
District
County Service
Purchasing
Pool Purchase
Regular Purchase
Vendor Warrant
Districts
County Service
Audits
Districts
County Service

*See Detail To Left

GOALS STATEMENT

SPECIAL EDUCATION PROGRAM

The County Board of Education will, conduct classes for children and youth who need modified classroom experiences.

SPECIAL CONTRACT INSTRUCTION PROGRAM

The County Board of Education will, when the need arises, offer special contract instruction. After a district or another responsible group asks the County Superintendent to offer an instructional program, he will determine the extent of need. If the need is substantial, the County Board will judge whether it is better for the county office or a district to offer the program.

INSTRUCTIONAL PROGRAM DEVELOPMENT

The County Board of Education will provide leadership in improving instructional programs, teacher competencies and instructional materials through training and inservice curriculum improvement, and project coordination.

PSYCHOLOGICAL SERVICES PROGRAM

The County Board of Education will sponsor a psychological services program which will assist districts in identifying children with learning problems, in helping these children to resolve these problems and evaluating student progress.

HEALTH SERVICES PROGRAM

The County Board of Education will sponsor a health services program which will assist districts in identifying children with learning problems, in helping these children to resolve these problems and evaluating student progress.

INSTRUCTIONAL MATERIALS PROGRAM

The County Board of Education will support productive learning for children, youth, and adults through reasonable and imaginative use of instructional materials.

BUSINESS SERVICES PROGRAM

The County Board of Education will do the payroll, purchase supplies and equipment, pay bills, audit income and expenditures for districts, and complete as well as supervise state, federal, and local reports to school districts requesting this assistance.

PERSONNEL SERVICES PROGRAM

The County Board of Education will provide personnel services such as credentialing, personnel records, and recruiting to all school districts and make available advisory services in other personnel matters.

ADMINISTRATIVE SERVICES PROGRAM

The County Board of Education will provide administrative services in the areas of legal problems, legislation, coordination, and communications.

PHILOSOPHICAL STATEMENT

As the staff of the El Dorado County Office of Education, we believe that through dedication, leadership, and coordination we assist local school districts in providing quality educational programs for children and youth.

Through cooperative efforts we educate youth while practicing the principles of democracy.

We believe that schools must help the individual grow in responsibility and self-fulfillment and ultimately become a contributing member of a peaceful, productive, and creative society concerned with the improvement of living for all people.

So as to continue to positively affect the education of youth, we believe that all policies and procedures relating to the educational process must be under continuous review and evaluation be it at the local, state, or federal level.

The County Board of Education will sponsor instructional settings for children and youth where the law requires or where school districts request. It will make these arrangements only after a specific learning need exists and is clearly demonstrated and where school districts cannot meet that need.

The Board will support district and county office instructional programs in every feasible way. The County Superintendent will encourage the effective and efficient evaluation and improvement and maintenance of instructional programs through program research, program development, and inservice training.

EL DORADO COUNTY BUDGET NUMBER A

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - 4.0 pos.		67,089		
	12	Sal. Cons. Psych. -8.0 pos.		110,669		
	13	Sal. Tchr. -34.0 pos.		338,900		
	14	Retirement		15,067		
	15	Hosp., Other Ins.		22,295		
10		CERTIFICATED PERSONNEL		554,025		
	21	Sal. 40.5 pos.		187,118		
	22	Retirement		22,080		
	23	Hosp., Other Ins.		14,993		
20		CLASSIFIED PERSONNEL		224,190		
		TOTAL PERSONNEL		778,214		
	31	Salary		1,898		
	32	Expenses		6,500		
	33	Mileage		2,000		
30		BRD., CO.COMM. & COMMISS.		10,398		
	41a	Instruc. Equip. (Repl.)		7,150		
	41b	Instruc. Mat.		12,525		
	41c	Field Trips		2,075		
	41d	Mileage, Conf., Conv.		22,713		
	42a	Office Equip. (Repl.)		2,250		
	42b	Office Supplies		76,782		
	42c	Veh. Op. & Main.		7,000		
	43	Insurance		1,350		
	44	Consultant		2,900		
	45	Contract Services		10,900		
	46	Rents & Leases		75,966		
	47	Util. & Custo. Srvcs.		33,000		
	48	Other				
40		OPERATING EXPENSES		254,611		
	51	A/V Materials		23,162		
	52	Library Books		24,280		
	53	Site Improvement				
	54	Instruc. Equip. (New)		29,350		
	55	Office Equip. (New)		7,851		
	56	Land				
50		CAPITAL OUTLAY		84,643		
60		TRANSPORTATION - 4 pos.		29,744		
70		FOOD SERVICES		500		
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		1,158,113		
		INCOME				
	101	Direct		44,939		
	102	Coordination		132,563		
	103	Special Education		515,140		
100		STATE INCOME		692,642		
	111	District		132,962		
	112	Other Counties		3,500		
	113	Other		1,372		
110		CONTRACT INCOME		137,834		
	121	Special Ed. Co. Tax		70,974		
	122	Special Ed. Dist. Tax		36,928		
	123	County General Tax		153,728		
120		LOCAL INCOME		261,630		
130		FEDERAL INCOME		41,350		
140		FOREST RESERVE INCOME		2,307		
150		OTHER INCOME		16,821		
		TOTAL INCOME		1,158,113		

PROGRAM DESCRIPTIONS
PROGRAM BUDGETS

The reader will find descriptions and budgets related to all programs named in the program structure. Program descriptions include goals, objectives, evaluative criteria (where developed), and procedures for each program. Financial information is given for only the budget year.

TITLE: Instructional Program **COMPONENT OF:** County Program

LEVEL: II **NUMBER:** 1 **DATE:** 5-1-70

DEVELOPED BY: William Zachmeier

GOALS:

THE COUNTY BOARD OF EDUCATION WILL SPONSOR INSTRUCTIONAL SETTINGS FOR CHILDREN AND YOUTH WHERE THE LAW REQUIRES OR WHERE SCHOOL DISTRICTS REQUEST. THEY WILL MAKE THESE ARRANGEMENTS ONLY AFTER A SPECIFIC LEARNING NEED OR OPPORTUNITY FOR CHILDREN EXISTS AND IS CLEARLY DEMONSTRATED AND WHERE SCHOOL DISTRICTS CANNOT MEET THAT NEED OR EXPLOIT THE OPPORTUNITY.

INSTRUCTION BUDGET NUMBER 1

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -1.2 pos.		22,094		
	12	Sal. Cons. Psych. -.30 pos.				
	13	Sal. Tchr.- 31.65 pos.		314,805		
	14	Retirement		9,666		
	15	Hosp., Other Ins.		15,615		
10		CERTIFICATED PERSONNEL		362,180		
	21	Sal. - 26.03 pos.		63,577		
	22	Retirement		7,407		
	23	Hosp., Other Ins.		3,964		
20		CLASSIFIED PERSONNEL		74,951		
		TOTAL PERSONNEL		437,130		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		2,000		
	41b	Instruc. Mat.		10,800		
	41c	Field Trips		2,075		
	41d	Mileage, Conf., Conv.		12,409		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		32,320		
	42c	Veh. Op. & Main.		2,650		
	43	Insurance				
	44	Consultant		2,300		
	45	Contract Services		7,100		
	46	Rents & Leases		60,666		
	47	Util. & Custo. Srvcs.		19,700		
	48	Other				
40		OPERATING EXPENSES		152,020		
	51	A/V Materials		820		
	52	Library Books		1,150		
	53	Site Improvement				
	54	Instruc. Equip. (New)		13,050		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		15,020		
60		TRANSPORTATION - 4 pos.		29,744		
70		FOOD SERVICES		500		
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		634,414		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		472,067		
100		STATE INCOME		472,067		
	111	District		33,094		
	112	Other Counties				
	113	Other		1,372		
110		CONTRACT INCOME		34,466		
	121	Special Ed. Co. Tax		69,103		
	122	Special Ed. Dist. Tax		33,428		
	123	County General Tax				
120		LOCAL INCOME		102,531		
130		FEDERAL INCOME		25,350		
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		634,414		

TITLE: Special Education Program COMPONENT OF: Instructional Program

LEVEL: III NUMBER: 11 DATE: 5-1-70

DEVELOPED BY: Robert Anderson

GOALS:

FOLLOWING THE DIRECTION OF THE EDUCATION CODE, THE COUNTY BOARD OF EDUCATION CONDUCTS CLASSES FOR CHILDREN AND YOUTH WHO HAVE HANDICAPS WHICH PREVENT OR REDUCE THEIR EFFECTIVE LEARNING IN A REGULAR CLASSROOM. PARTICULAR HANDICAPS MAY INCLUDE SEVERE OR MODERATE INTELLECTUAL RETARDATION: A PHYSICAL HANDICAP OF HEARING, INJURY OR SERIOUS ILLNESS, SPEECH DIFFICULTY, SEVERE CRIPPLING, OR CONGENITAL DEFORMITY: A SERIOUS EMOTIONAL PROBLEM: OR AN ECONOMIC DISADVANTAGE. THE BOARD OFFERS THE FOLLOWING SPECIFIC PROGRAMS FOR THESE CHILDREN

EDUCATIONALLY HANDICAPPED PROGRAM (PROBLEM INTERFERING WITH LEARNING)

EDUCABLE MENTALLY RETARDED PROGRAM (MODERATE INTELLECTUAL HANDICAP)

TRAINABLE MENTALLY RETARDED PROGRAM (SEVERE INTELLECTUAL HANDICAP)

DEAF AND HARD OF HEARING PROGRAM

SPEECH THERAPY PROGRAM

HOME AND HOSPITAL TEACHING PROGRAM (INJURY OR SICKNESS)

HEAD START PROGRAM

ORTHOPEDICALLY HANDICAPPED PROGRAM (THROUGH CONTRACT WITH SACRAMENTO OR PLACER COUNTIES)

14

SPECIAL EDUCATION BUDGET 15 NUMBER 11

CHARGES		Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. - 1.27 pos.		21,239		
12	Sal. Cons. Psych. - pos.				
13	Sal. Tchr. 29.1 pos.		287,220		
14	Retirement		8,812		
15	Hosp., Other Ins.		14,123		
10	CERTIFICATED PERSONNEL		331,394		
21	Sal. 25.86 pos.		62,355		
22	Retirement		7,258		
23	Hosp., Other Ins.		3,861		
20	CLASSIFIED PERSONNEL		73,474		
	TOTAL PERSONNEL		404,868		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)		2,000		
41b	Instruc. Mat.		10,650		
41c	Field Trips		2,075		
41d	Mileage, Conf., Conv.		10,355		
42a	Office Equip. (Repl.)				
42b	Office Supplies		32,320		
42c	Veh. Op. & Main.		2,650		
43	Insurance				
44	Consultant		2,300		
45	Contract Services		7,100		
46	Rents & Leases		60,666		
47	Util. & Custo. Srvcs.		19,700		
48	Other				
40	OPERATING EXPENSES		149,816		
51	A/V Materials		820		
52	Library Books		1,150		
53	Site Improvement				
54	Instruc. Equip. (New)		13,050		
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY		15,020		
60	TRANSPORTATION - 4 pos.		29,744		
70	FOOD SERVICES		500		
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		599,948		
INCOME					
101	Direct				
102	Coordination				
103	Special Education		472,067		
100	STATE INCOME		472,067		
111	District				
112	Other Counties				
113	Other				
110	CONTRACT INCOME				
121	Special Ed. Co. Tax		69,103		
122	Special Ed. Dist. Tax		33,428		
123	County General Tax				
120	LOCAL INCOME		102,531		
130	FEDERAL INCOME		25,350		
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		599,948		

TITLE: Educable Mentally Retarded Program COMPONENT OF: Special Education Program

LEVEL: IV NUMBER: 111 DATE: 5-1-70

DEVELOPED BY: Marie Foley

OGRAM STATEMENT:

The educable mentally retarded program will help a child to learn efficiently and profitably through special classroom instruction. Within one month after placement into the program the special class teacher will appraise a child's present development in social, academic, and vocational skills, knowledges, and attitudes. Assessment is based on the behavior he is currently displaying. Each child's assessment is placed against the developmental levels described in the social, academic, and vocational goal areas. The teacher, calling on other professionals as he determines, will develop a program based on performance objectives.

GOALS: EACH CHILD WILL

DEMONSTRATE THE SKILLS AND ATTITUDES OF GOOD SELF-UNDERSTANDING, RESPONSIBLE COMPETENCE, AND FAVORABLE SOCIAL INTERACTION

(Example) Given a special responsibility by the teacher, Charles will perform that responsibility on three occasions without teacher supervision by April 1.

DEMONSTRATE COMPETENCY IN THE ENGLISH LANGUAGE THROUGH EFFECTIVE LISTENING, SPEAKING, READING, AND WRITING SKILLS

USE MATHEMATIC SKILLS TO SOLVE FUNCTIONAL PROBLEMS IN HIS ENVIRONMENT BY DEMONSTRATING KNOWLEDGE IN NUMERATION AND PLACE VALUE, FUNDAMENTAL PROCESSES, PROBLEM SOLVING, AND SYSTEMS OF MEASUREMENT.

(Example) Given five one-dollar bills in play money and the price of an item whic costs between $3 and $4 (uneven dollars and cents), John will determine the total cost of the item including tax, the number of dollar bills he should give the clerk, and the exact amount of change he should receive.

USE THE PROCESSES AND METHODS OF SCIENCE SO THAT HE WILL UNDERSTAND THE RELATIONSH AND THE RESPONSIBILITY BETWEEN MAN AND HIS ENVIRONMENT AND MAN'S RESPONSIBILITY TO HIS ENVIRONMENT.

HAVE KNOWLEDGE OF HIS RELATIONSHIP TO HIS COMMUNITY, STATE, NATION, AND HERITAGE

(Example) Given a hypothetical problem of a fire at home, Susan will call the fir department on a telephone, give her name, and the address of the fire.

ACQUIRE THE SKILLS AND KNOWLEDGES WHICH ENABLE HIM TO APPRECIATE ART AND MUSIC

GAIN GROSS, SENSORY, AND PERCEPTUAL MOTOR SKILLS FOR ACADEMIC AND RECREATIONAL PURPOSES AND POSSESS A FUNCTIONAL KNOWLEDGE OF HEALTHFUL LIVING PRACTICES AND OF INDIVIDUAL AND COMMUNITY SAFETY

DEMONSTRATE THE SKILLS AND ABILITIES NECESSARY FOR SUCCESSFUL PARTICIPATION AS A PRODUCTIVE CITIZEN IN HIS HOME AND COMMUNITY

(Example) When given a job application to fill out, Zach will complete the form giving pertinent information about himself including his first and las name, middle initial, address, age, birth date, height, weight, educati mother and father's name and occupation, and his own work experience. The information on the application must be correct, legible, and contai no spelling errors.

SPECIAL EDUCATION - E.M.R. BUDGET NUMBER 111

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .26 pos.		4,357		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 9 pos.		90,600		
	14	Retirement		2,847		
	15	Hosp., Other Ins.		4,837		
10		CERTIFICATED PERSONNEL		102,641		
	21	Sal. 9.422 pos.		21,049		
	22	Retirement		2,575		
	23	Hosp., Other Ins.		1,331		
20		CLASSIFIED PERSONNEL		24,955		
		TOTAL PERSONNEL		127,596		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		2,000		
	41b	Instruc. Mat.		4,050		
	41c	Field Trips		675		
	41d	Mileage, Conf., Conv.		2,682		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		11,136		
	42c	Veh. Op. & Main.		1,000		
	43	Insurance		1,000		
	44	Consultant				
	45	Contract Services		3,020		
	46	Rents & Leases		16,382		
	47	Util. & Custo. Srvcs.		8,500		
	48	Other				
40		OPERATING EXPENSES		50,445		
	51	A/V Materials		180		
	52	Library Books		340		
	53	Site Improvement				
	54	Instruc. Equip. (New)		7,000		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		7,520		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		187,420		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		155,558		
100		STATE INCOME		155,558		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax		25,862		
	122	Special Ed. Dist. Tax		6,000		
	123	County General Tax				
120		LOCAL INCOME		31,862		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		187,420		

TITLE: Trainable Mentally Retarded Program COMPONENT OF: Special Education Program

LEVEL: IV NUMBER: 112 DATE: 5-1-70

EVELOPED BY: Marie Foley and Margaret Slater

PROGRAM STATEMENT:

The trainable mentally retarded program will help a child meet his needs for success, feelings of self-worth, adjustment to everyday living, and preparation for the future. Each child will receive the education and training necessary for him to develop in the areas of social competency, communication, motor development, and economic usefulness. The expectancy level and objectives for each child are developed on an individual basis by the teacher after an evaluation by the psychologist. This assessment and prescription is to be completed before a child's third month in the program.

GOALS:

EACH CHILD WILL ACHIEVE PROFICIENCY IN SOCIAL SKILLS. HE WILL DEMONSTRATE

ACCEPTABLE SELF-CARE SKILLS

(Example)
Bob will be able to use toothpaste and brush and clean his teeth adequately by April 2.

ACCEPTABLE MANNERS
(Example)
When eating lunch, Barbara will be able to use her spoon and fork adequately for the proper foods by December 5.

ENJOYABLE LEISURE TIME ACTIVITIES
(Example)
Phil will be able to ride a bicycle by February 4.

PROPER HEALTH HABITS

AN ABILITY TO FOLLOW SIMPLE INSTRUCTIONS

PRODUCTIVE HOME SKILLS

UNDERSTANDING OF NUMERATION

EACH CHILD WILL BECOME PROFICIENT IN COMMUNICATION SKILLS BY
- IDENTIFYING COMMON OBJECTS IN HIS ENVIRONMENT BY AUDITORY AND VISUAL MEANS
- COMMUNICATING BY SPEECH
- READING
- WRITING

EACH CHILD WILL DEVELOP HIS MOTOR SKILLS

EACH CHILD WILL DEMONSTRATE VOCATIONAL SKILLS BY BECOMING ECONOMICALLY USEFUL

SPECIAL EDUCATION - T.M.R. BUDGET NUMBER 112

	CHARGES	Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. - .13 pos.		2,179		
12	Sal. Cons. Psych. - pos.				
13	Sal. Tchr. - 3 pos.		32,700		
14	Retirement		1,046		
15	Hosp., Other Ins.		1,384		
10	CERTIFICATED PERSONNEL		37,309		
21	Sal 3.242 pos.		7,761		
22	Retirement		949		
23	Hosp., Other Ins.		506		
20	CLASSIFIED PERSONNEL		9,216		
	TOTAL PERSONNEL		46,525		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)				
41b	Instruc. Mat.		1,350		
41c	Field Trips		575		
41d	Mileage, Conf., Conv.		715		
42a	Office Equip. (Repl.)				
42b	Office Supplies		4,182		
42c	Veh. Op. & Main.		200		
43	Insurance		200		
44	Consultant				
45	Contract Services		680		
46	Rents & Leases		3,580		
47	Util. & Custo. Srvcs.		2,550		
48	Other				
40	OPERATING EXPENSES		14,032		
51	A/V Materials		150		
52	Library Books		150		
53	Site Improvement				
54	Instruc. Equip. (New)		450		
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY		750		
60	TRANSPORTATION -1.75pos.		13,012		
70	FOOD SERVICES		500		
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		74,819		

	INCOME				
101	Direct				
102	Coordination				
103	Special Education		59,819		
100	STATE INCOME		59,819		
111	District				
112	Other Counties				
113	Other				
110	CONTRACT INCOME				
121	Special Ed. Co. Tax		10,000		
122	Special Ed. Dist. Tax		5,000		
123	County General Tax				
120	LOCAL INCOME		15,000		
130	FEDERAL INCOME				
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		74,819		

TITLE: Educationally Handicapped Program COMPONENT OF: Special Education Program

LEVEL: IV NUMBER: 113 DATE: 5-1-70

DEVELOPED BY: Dean Orr

PROGRAM STATEMENT:

The program for the educationally handicapped child will remediate deficiencies in reading and math so that he may return to the regular classroom as soon as possible. Emotional handicaps which interfere with the learning process will be overcome or reduced.

A psychologist, the sending teacher, and other professionals will determine the areas of a child's academic deficiencies, diagnose the reasons for his learning difficulty and describe his learning style at the time of placement. Not later than three weeks after placement, the EH teacher, calling on other professionals, will prescribe a program for the child in performance objectives similar to the samples given below. At specified times mentioned in the objectives, the psychologist and teacher will assess the child's progress. If necessary they may revise his prescription at that time.

GOALS:

EACH CHILD WILL ACQUIRE THE NECESSARY READINESS, DECODING, AND COMPREHENSION SKILLS IN READING

OBJECTIVES:

(Example) Given the list of the Dolch 220 words, Bob Smith will pronounce each word correctly at sight with 95% accuracy by April 10.

EACH CHILD WILL ACQUIRE THE NECESSARY MATH SKILLS OF NUMERATION, FUNDAMENTAL OPERATIONS AND PROPERTIES, MEASUREMENT, PROBLEM SOLVING, GEOMETRY, MONEY, AND TIME

(Example) Given the 100 addition facts, George Jones will answer them correctly with 90% accuracy by May 1.

EACH CHILD WILL OVERCOME OR REDUCE HIS EMOTIONAL PROBLEMS ALLOWING HIM TO ACHIEVE IN SOCIAL AND ACADEMIC AREAS

(Example) Given a situation where he is working with his peers in an academic setting, John Johnson will adopt acceptable behavior as judged by the classroom teacher by May 1.

EACH CHILD WILL EXPERIENCE AN INTEGRATED PROGRAM, IF AT ALL POSSIBLE, DEPENDING ON HIS AREAS OF DEFICIENCY AND THE SEVERITY OF HIS EMOTIONAL HANDICAP. THE EH TEACHER COOPERATES WITH OTHER TEACHERS IN HELPING CHILDREN GAIN THIS GOAL

(Example) Given the results of the diagnosis in math, Zoe Zenoshia will receive her instruction in the regular classroom.

EACH CHILD WILL ACQUIRE A POSITIVE ATTITUDE REGARDING HIS SELF-IMAGE, SELF-CONFIDENCE, AND THE LEARNING PROCESS

(Example) Administered a survey instrument, Clarence Harris will demonstrate a positive attitude towards reading by May 1.

EACH CHILD WILL CONTINUE TO ACQUIRE KNOWLEDGE IN THE AREAS OF SOCIAL STUDIES, SCIENCE, MUSIC, ART, AND PHYSICAL EDUCATION IN THE REGULAR CLASS OR IN THE EDUCATIONALLY HANDICAPPED CLASS IF A SEGREGATED PROGRAM IS BELIEVED NECESSARY

(Example) Given the results of the diagnosis, Harold Henderson will receive instruction in social studies in the regular classroom.

SPECIAL EDUCATION - E.H. BUDGET NUMBER 113

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .46 pos.		7,634		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 8 pos.		79,000		
	14	Retirement		2,598		
	15	Hosp., Other Ins.		3,817		
10		CERTIFICATED PERSONNEL		93,049		
	21	Sal. 8.532 pos.		21,807		
	22	Retirement		2,668		
	23	Hosp., Other Ins.		1,395		
20		CLASSIFIED PERSONNEL		25,870		
		TOTAL PERSONNEL		118,919		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		3,650		
	41c	Field Trips		675		
	41d	Mileage, Conf., Conv.		2,000		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		11,862		
	42c	Veh. Op. & Main.		1,000		
	43	Insurance		1,000		
	44	Consultant				
	45	Contract Services		2,720		
	46	Rents & Leases		27,365		
	47	Util. & Custo. Srvcs.		6,800		
	48	Other				
40		OPERATING EXPENSES		57,072		
	51	A/V Materials		190		
	52	Library Books		360		
	53	Site Improvement				
	54	Instruc. Equip. (New)		500		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		1,050		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		177,041		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		162,041		
100		STATE INCOME		162,041		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax		15,000		
	123	County General Tax				
120		LOCAL INCOME		15,000		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		177,041		

TITLE: Speech Therapy Program COMPONENT OF: Special Education Program

LEVEL: IV NUMBER: 114 DATE: 5-1-70

EVELOPED BY: Joseph Chapman

PROGRAM STATEMENT:

The program for the physically handicapped child bears the responsibility of offering the specialized services necessary to aid him in overcoming his handicap or in holding the undesirable effects of his handicap to a minimum as he progresses.

After a period of screening and evaluation, the speech therapist selects his caseload. It is made up of those students previously in therapy and those identified through screening. Selection is made on the basis of problem severity and a good prognosis. Therapy is conducted on an individual or small group basis, each session lasting approximately thirty minutes.

Records are kept on each student. Parents and teachers are informed of students' progress. Students are evaluated periodically against performance objectives especially prepared for him at the time of entry into the program. They are dismissed when they have corrected their problem or have reached optimum improvement.

The program will help the speech handicapped child correct his handicap or adjust to it so he may more successfully meet demands for oral communication. Therapists will establish effective communication habits with speech handicapped children through an effective system of identification and evaluation, adequate individual and group therapy, periodic parent conferences, inter-disciplinary contact with other county personnel and/or appropriate professional agencies when indicated, and adequate records.

GOALS:

EACH STUDENT ENROLLED IN SPEECH THERAPY WILL CORRECT OR MODIFY HIS ORAL COMMUNICATION CONCENTRATING ON ONE OR MORE OF THE FOLLOWING AREAS OF DIFFICULTY: PHYSICALLY INVOLVED, PSYCHOLOGICALLY INVOLVED, LANGUAGE, AND ARTICULATION

A STUDENT WITH A PHYSICALLY INVOLVED SPEECH DIFFICULTY WILL CORRECT OR MODIFY DEVIANT SYMPTOMS

OBJECTIVES:

(Example)
As evaluated by the therapist, a comparison of periodically recorded speech will show that George (repaired cleft palate) speaks with less nasality at the end of the year

A STUDENT WITH A PSYCHOLOGICALLY INVOLVED SPEECH DIFFICULTY WILL ACCEPT AND ADJUST TO HIS PROBLEM AND MAKE ADJUSTMENTS IN HIS SPEECH PATTERN

(Example)
As a result of their understanding of the problem from conferences with the therapist, parents and teacher will hear less repetitions in Sarah's (primary stutterer) speech within six months

A STUDENT WITH LANAUGE DIFFICULTIES WILL INCREASE HIS ABILITY TO UNDERSTAND AND USE THE LANGUAGE

(Example)
Charles who uses no subjective pronouns will at the end of two months use them correctly 90% of the time as evaluated by the therapist and teacher

A STUDENT WITH AN ARTICULATION DIFFICULTY WILL LEARN TO USE THE CORRECT ARTICULATORY SOUNDS IN HIS SPEECH

(Example)
Susan who misarticulates the s sound will use the sound correctly at all times in a five-minute taped conversation at the end of six months. The therapist and student will evaluate.

SPECIAL EDUCATION - SPEECH THERAPY BUDGET NUMBER 114

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .08 pos.		1,359		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 5 pos.		49,300		
	14	Retirement		1,541		
	15	Hosp., Other Ins.		2,658		
10		CERTIFICATED PERSONNEL		54,858		
	21	Sal. .212 pos.		1,541		
	22	Retirement		186		
	23	Hosp., Other Ins.		127		
20		CLASSIFIED PERSONNEL		1,854		
		TOTAL PERSONNEL		56,712		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		500		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		3,672		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		2,000		
	42c	Veh. Op. & Main.				
	43	Insurance		300		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		200		
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		6,672		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		1,000		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		1,000		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		64,384		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		40,000		
100		STATE INCOME		40,000		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax		20,000		
	122	Special Ed. Dist. Tax		4,384		
	123	County General Tax				
120		LOCAL INCOME		24,384		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		64,384		

TITLE: Hearing Impaired Program COMPONENT OF: Special Education Program

LEVEL: IV NUMBER: 115 DATE: 5-1-70

DEVELOPED BY: Joseph Chapman

PROGRAM STATEMENT:

The program for the physically handicapped child bears the responsibility of offering the specialized services necessary to aid him in overcoming his handicap or in holding the undesirable effects of his handicap to a minimum as he progresses.

After a medical and audiological evaluation and diagnosis which determines need for placement in the class, the admissions committee places the child in the class. The teacher, following diagnostic recommendations, determines areas of deficiency and the best method of approach for each child. A prescriptive program will be drawn up for each child which will include written performance objectives based on established goals for children. The teacher will find sample objectives and the established goals below. At specified times, defined in the program, an evaluation will be made. Revisions will be made in the program as necessary.

The program will stress the development of effective communication skills in the hearing impaired child that will support his social, emotional and educational growth.

Through frequent conferences, group meetings, and weekly information letters, parents will actively participate in the program.

Children will enter the regular school program on a limited or full-time basis. Each student enrolled in the program will develop his ability to communicate so he may become competent in subject matter areas and in human relationships.

GOALS:

THROUGH USE OF ALL SENSORY MODES, EACH HEARING IMPAIRED CHILD WILL DEVELOP HIS COMMUNICATION SKILLS. THE CHILD WILL ACQUIRE EFFECTIVE LANGUAGE

OBJECTIVES:

(Example)

On a two-minute tape-recorded picture story test evaluated by the teacher, Johnny will show an increase of five utterances as compared to a month previously.

THE CHILD WILL DEVELOP HIS RESIDUAL HEARING THROUGH AUDITORY TRAINING

(Example)

Jim will correctly discriminate three low tones out of five (three low, two high) played on the melodica by the teacher before April 15.

THE CHILD WILL LEARN TO SPEECH READ

(Example)

Before May 1, Kris will correctly identify three of five objects on a table when asked by the teacher to "Find the _____."

THE CHILD WILL ORALLY USE LANGUAGE HE HAS ACQUIRED

(Example)

Of several objects made available for play at recess time, Matt will tell the teacher orally that he wants the _____, by January 30.

WITH EMPHASIS ON LANGUAGE DEVELOPMENT EACH CHILD WILL FORMULATE ELEMENTARY CONCEPTS IN SUBJECT MATTER AREAS

(Example)

At the end of a seed planting experience, Kim will be able to place pictures of experience in order showing planting, watering, and sprouting of the seeds.

EACH CHILD WILL DEMONSTRATE GROWTH IN SELF CONFIDENCE AND IN HIS RELATIONSHIPS WITH OTHERS

(Example)

Dick will enter the kindergarten class for a special art project after arrangment with kindergarten teacher. His success will be determined by his finished project and by the teacher's observance of his behavior.

SPECIAL EDUCATION - HEARING IMPAIRED BUDGET

NUMBER 115

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .08 pos.		1,359		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 1 pos.		10,700		
	14	Retirement		362		
	15	Hosp., Other Ins.		631		
10		CERTIFICATED PERSONNEL		13,052		
	21	Sal. 1.082 pos.		3,235		
	22	Retirement		395		
	23	Hosp., Other Ins.		220		
20		CLASSIFIED PERSONNEL		3,850		
		TOTAL PERSONNEL		16,902		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		400		
	41c	Field Trips		75		
	41d	Mileage, Conf., Conv.		272		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,090		
	42c	Veh. Op. & Main.				
	43	Insurance		100		
	44	Consultant				
	45	Contract Services		340		
	46	Rents & Leases		2,989		
	47	Util. & Custo. Srvcs.		1,000		
	48	Other				
40		OPERATING EXPENSES		6,266		
	51	A/V Materials		150		
	52	Library Books		150		
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		300		
60		TRANSPORTATION - .75 pos.		5,576		
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		29,044		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		25,000		
100		STATE INCOME		25,000		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax		3,000		
	122	Special Ed. Dist. Tax		1,044		
	123	County General Tax				
120		LOCAL INCOME		4,044		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		29,044		

TITLE: Home and Hospital Teaching Program COMPONENT: Special Education Program

LEVEL: IV NUMBER: 116 DATE: 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

SPECIAL ED. - HOME & HOSPITAL BUDGET NUMBER 116

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .07 pos.		1,177		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 1,000 hrs. @ $6.00/hr.		6,000		
	14	Retirement		36		
	15	Hosp., Other Ins.		42		
10		CERTIFICATED PERSONNEL		1,255		
	21	Sal. -.09 pos.		644		
	22	Retirement		78		
	23	Hosp., Other Ins.		52		
20		CLASSIFIED PERSONNEL		774		
		TOTAL PERSONNEL		8,029		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		100		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		562		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,050		
	42c	Veh. Op. & Main.				
	43	Insurance		50		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		50		
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		1,812		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		400		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		400		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		10,241		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education		3,000		
100		STATE INCOME		3,000		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax		6,241		
	122	Special Ed. Dist. Tax		1,000		
	123	County General Tax				
120		LOCAL INCOME		7,241		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		10,241		

TITLE: Headstart Program COMPONENT: Special Education Program

LEVEL: IV NUMBER: 117 DATE: 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

SPECIAL EDUCATION - HEAD START BUDGET 29 NUMBER 117

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .12 pos.		1,997		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 2.1 pos.		10,320		
	14	Retirement		88		
	15	Hosp., Other Ins.		129		
10		CERTIFICATED PERSONNEL		12,534		
	21	Sal. 2.10 pos.		3,679		
	22	Retirement		83		
	23	Hosp., Other Ins.		55		
20		CLASSIFIED PERSONNEL		3,817		
		TOTAL PERSONNEL		16,351		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		200		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		190		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		6,550		
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		6,940		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		200		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		200		
60		TRANSPORTATION -.25 pos.		1,860		
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		25,351		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME		25,351		
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		25,351		

TITLE: Orthopedically Handicapped Program **COMPONENT:** Handicapped Program

LEVEL: IV **NUMBER:** 118 **DATE:** 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

SPECIAL ED. - ORTHOPEDICALLY HANDI. BUDGET NUMBER 118

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .07 pos.		1,177		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. -1.0 pos.		8,600		
	14	Retirement		294		
	15	Hosp., Other Ins.		625		
10		CERTIFICATED PERSONNEL		10,696		
	21	Sal. -1.09pos.		2,644		
	22	Retirement		323		
	23	Hosp., Other Ins.		172		
20		CLASSIFIED PERSONNEL		3,139		
		TOTAL PERSONNEL		13,835		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		400		
	41c	Field Trips		75		
	41d	Mileage, Conf., Conv.		262		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,000		
	42c	Veh. Op. & Main.		100		
	43	Insurance				
	44	Consultant				
	45	Contract Services		340		
	46	Rents & Leases		3,550		
	47	Util. & Custo. Srvcs.		850		
	48	Other				
40		OPERATING EXPENSES		6,577		
	51	A/V Materials		150		
	52	Library Books		150		
	53	Site Improvement				
	54	Instruc. Equip. (New)		3,500		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		3,800		
60		TRANSPORTATION -1.0 pos.		7,437		
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		31,649		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		26,649		
100		STATE INCOME		26,649		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax		4,000		
	122	Special Ed. Dist. Tax		1,000		
	123	County General Tax				
120		LOCAL INCOME		5,000		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		31,649		

TITLE: Special Contract Instruction Program COMPONENT OF: Instructional Program

LEVEL: III NUMBER: 12 DATE: 5-1-70

DEVELOPED BY: William Zachmeier

GOALS:

AFTER A DISTRICT OR ANOTHER RESPONSIBLE GROUP ASKS THE COUNTY SUPERINTENDENT TO OFFER AN INSTRUCTIONAL PROGRAM, HE WILL DETERMINE THE EXTENT OF NEED OR OPPORTUNITY. IF THE NEED OR OPPORTUNITY IS SUBSTANTIAL, THE COUNTY BOARD OF EDUCATION WILL JUDGE WHETHER IT IS BETTER FOR THE COUNTY OFFICE OR A DISTRICT TO OFFER THE PROGRAM. AT THE MOMENT, THE COUNTY OFFICE PROVIDES

AN INSTRUMENTAL MUSIC PROGRAM

A HEALTH INSTRUCTIONAL PROGRAM

A SUMMER MUSIC AND ART CAMP PROGRAM IN COOPERATION WITH THE SUGARLOAF FOUNDATION

SPECIAL CONTRACT BUDGET NUMBER 12

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .05 pos.		855		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. 2.55 pos.		27,585		
	14	Retirement		854		
	15	Hosp., Other Ins.		1,492		
10		CERTIFICATED PERSONNEL		30,786		
	21	Sal. -.17 pos.		1,222		
	22	Retirement		149		
	23	Hosp., Other Ins.		106		
20		CLASSIFIED PERSONNEL		1,477		
		TOTAL PERSONNEL		32,262		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		150		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		2,054		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		2,204		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		34,466		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District		33,094		
	112	Other Counties				
	113	Other		1,372		
110		CONTRACT INCOME		34,466		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		34,466		

TITLE: Health Instructional Program COMPONENT OF: Special Contract Instructional Program

LEVEL: IV NUMBER: 121 DATE: 5-1-70

DEVELOPED BY: Roy J. Mangini

GOALS:

A SCHOOL NURSE IN A CLASSROOM DOES A GREAT DEAL TO MOVE HEALTH KNOWLEDGE TO GOOD HEALTH PRACTICE. THROUGH A VIGOROUS PROGRAM OF VISITATION AND TEACHING, THE NURSE WILL BE AN IMPORTANT PART OF THE INSTRUCTIONAL PROGRAM.

OBJECTIVES:

After gaining choice of one health emphasis each semester (dental, skin, heart, smoking, vision, drug abuse, or other topics) from teachers at a school, the nurse will promote good health practices among children through at least one teaching visitation in each classroom, distribution of materials, and teacher inservice determined by the school staff. Teachers will judge the effort successful in at least 75% of all cases.

HEALTH INSTRUCTION BUDGET 35 NUMBER 121

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .01 pos.		171		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - .55 pos.		5,885		
	14	Retirement		182		
	15	Hosp., Other Ins.		302		
10		CERTIFICATED PERSONNEL		6,540		
	21	Sal. - .05 pos.		281		
	22	Retirement		35		
	23	Hosp., Other Ins.		30		
20		CLASSIFIED PERSONNEL		346		
		TOTAL PERSONNEL		6,886		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		150		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		314		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		464		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		7,350		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District		7,350		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		7,350		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		7,350		

TITLE: Music Program COMPONENT: Special Contract Program

LEVEL: IV NUMBER: 122 DATE: 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

MUSIC BUDGET NUMBER 122

			Current Year	Budget Year	2nd Year	3rd Year
CHARGES						
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - 2 pos.		21,700		
	14	Retirement		661		
	15	Hosp., Other Ins.		1,178		
10		CERTIFICATED PERSONNEL		23,881		
	21	Sal. - .02 pos.		116		
	22	Retirement		15		
	23	Hosp., Other Ins.		12		
20		CLASSIFIED PERSONNEL		143		
		TOTAL PERSONNEL		24,024		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		1,720		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		1,720		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		25,744		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District		25,744		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		25,744		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		25,744		

TITLE: Sugarloaf Program COMPONENT: Special Contract Program

LEVEL: IV NUMBER: 123 DATE: 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

SUGARLOAF BUDGET NUMBER 123

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		10		
	15	Hosp., Other Ins.		12		
10		CERTIFICATED PERSONNEL		364		
	21	Sal. -.10 pos.		825		
	22	Retirement		99		
	23	Hosp., Other Ins.		64		
20		CLASSIFIED PERSONNEL		988		
		TOTAL PERSONNEL		1,352		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		20		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		20		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		1,372		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other		1,372		
110		CONTRACT INCOME		1,372		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		1,372		

TITLE: Instructional Support Program COMPONENT OF: County Program

LEVEL: II NUMBER: 2 DATE: 5-1-70

DEVELOPED BY: William Zachmeier

GOALS:

THE COUNTY BOARD OF EDUCATION SUPPORTS DISTRICT AND COUNTY OFFICE INSTRUCTIONAL PROGRAMS IN A NUMBER OF WAYS. THE COUNTY SUPERINTENDENT ENCOURAGES THE EFFECTIVE AND EFFICIENT MAINTENANCE AND IMPROVEMENT OF CHILDREN AND YOUTH'S INSTRUCTION THROUGH

AN INSTRUCTIONAL PROGRAM IMPROVEMENT SERVICE WHICH ASSISTS DISTRICTS IN COORDINATING INSTRUCTION, STAFF TRAINING, AND CURRICULUM IMPROVEMENT

AN INSTRUCTIONAL MATERIALS PROGRAM WHICH AIMS AT PROVIDING LEARNERS AND TEACHERS WITH QUALITY PRINTED, PICTORIAL, AND AURAL MATERIALS

A PSYCHOLOGICAL SERVICE PROGRAM WHICH SERVES INDIVIDUAL CHILDREN AND GROUPS OF LEARNERS IN COUNSELING, GROUP TESTING, INDIVIDUAL ASSESSMENT, AND PROGRAM MONITORING

A HEALTH SERVICE PROGRAM WHICH PREOMOTES SOUND HEALTH AND SAFETY KNOWLEDGE AND PRACTICE

AN ADMINISTRATIVE SERVICE PROGRAM WHICH COORDINATES COMMUNICATIONS, DISTRIBUTION OF MATERIALS, LEGAL PROBLEMS, AND LEGISLATION

A PERSONNEL SERVICE PROGRAM WHICH ASSISTS TEACHERS WITH CREDENTIALS AND HELPS DISTRICTS WITH RECRUITING AND RECORD-KEEPING

A BUSINESS SERVICE PROGRAM WHICH CONDUCTS WARRANT WRITING, PURCHASING, AND BUDGET DEVELOPMENT

INSTRUCTIONAL SUPPORT BUDGET NUMBER 2

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -2.8 pos.		44,995		
	12	Sal. Cons. Psych. -7.7 pos.		110,669		
	13	Sal. Tchr. -2.35 pos.		24,095		
	14	Retirement		5,401		
	15	Hosp., Other Ins.		6,680		
10		CERTIFICATED PERSONNEL		191,845		
	21	Sal. -14.5pos.		123,541		
	22	Retirement		14,673		
	23	Hosp., Other Ins.		11,029		
20		CLASSIFIED PERSONNEL		149,239		
		TOTAL PERSONNEL		341,084		
	31	Salary		1,898		
	32	Expenses		6,500		
	33	Mileage		2,000		
30		BRD., CO.COMM. & COMMISS.		10,398		
	41a	Instruc. Equip. (Repl.)		5,150		
	41b	Instruc. Mat.		1,725		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		10,304		
	42a	Office Equip. (Repl.)		2,250		
	42b	Office Supplies		44,462		
	42c	Veh. Op. & Main.		4,350		
	43	Insurance		1,350		
	44	Consultant		600		
	45	Contract Services		3,800		
	46	Rents & Leases		15,300		
	47	Util. & Custo. Srvcs.		13,300		
	48	Other				
40		OPERATING EXPENSES		102,591		
	51	A/V Materials		22,342		
	52	Library Books		23,130		
	53	Site Improvement				
	54	Instruc. Equip. (New)		16,300		
	55	Office Equip. (New)		7,851		
	56	Land				
50		CAPITAL OUTLAY		69,623		
60		TRANSPORTATION - , pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		523,696		
		INCOME				
	101	Direct		44,939		
	102	Coordination		132,563		
	103	Special Education		43,073		
100		STATE INCOME		220,575		
	111	District		99,868		
	112	Other Counties		3,500		
	113	Other				
110		CONTRACT INCOME		103,368		
	121	Special Ed. Co. Tax		1,871		
	122	Special Ed. Dist. Tax		3,500		
	123	County General Tax		153,728		
120		LOCAL INCOME		159,099		
130		FEDERAL INCOME		16,000		
140		FOREST RESERVE INCOME		2,307		
150		OTHER INCOME		16,821		
		TOTAL INCOME		523,699		

TITLE: Instructional Program Development COMPONENT OF: Instructional Support Program

LEVEL: III NUMBER: 21 DATE: 5-1-70

DEVELOPED BY: ROY MANGINI

GOALS:

THROUGH EFFECTIVE INSTRUCTIONAL PROGRAMS A SCHOOL PROMOTES CHILDREN IN LEARNING THE KNOWLEDGES, SKILLS, ATTITUDES, AND FEELINGS WHICH SUPPORT A HUMANLY MEANINGFUL LIFE. INSTRUCTIONAL PROGRAM DEVELOPMENT IS INVOLVED WITH CHANGING PROGRAMS, TEACHERS' COMPETENCIES, AND MATERIALS. THROUGH A TRAINING AND INSERVICE PROGRAM, A CURRICULUM IMPROVEMENT PROGRAM, AND A PROJECT COORDINATION PROGRAM, THE COUNTY BOARD OF EDUCATION HELPS SCHOOL DISTRICTS TO

DETERMINE LEARNER NEEDS AND OPPORTUNITIES

IDENTIFY AND CLARIFY INSTRUCTIONAL PROBLEMS IN INDIVIDUAL CLASSROOMS AND GROUPS OF CLASSROOMS

DEVISE PLANS TO SOLVE PROBLEMS, ANSWER NEEDS, AND TAKE ADVANTAGE OF OPPORTUNITIES

DEDICATE HUMAN AND MATERIAL RESOURCES TO PLANS OF ACTION

DEVELOP TEACHING GUIDES AND COURSES OF STUDY

RETRAIN TEACHERS, ADMINISTRATORS, BOARD MEMBERS, AND CLASSIFIED STAFF

CONDUCT PUBLIC INFORMATION EFFORTS

COORDINATE WORK BETWEEN SEVERAL DISTRICTS

INSTRUCTIONAL PROGRAM DEVELOP. BUDGET NUMBER 21

			Current Year	Budget Year	2nd Year	3rd Year
CHARGES						
	11	Sal. Adm. -.815 pos.		11,407		
	12	Sal. Cons. Psych. -3.44 pos.		49,707		
	13	Sal. Tchr. - pos.				
	14	Retirement		1,833		
	15	Hosp., Other Ins.		2,113		
10		CERTIFICATED PERSONNEL		65,060		
	21	Sal. 2.535 pos.		16,312		
	22	Retirement		1,983		
	23	Hosp., Other Ins.		1,548		
20		CLASSIFIED PERSONNEL		19,843		
		TOTAL PERSONNEL		84,903		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		750		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		3,303		
	42a	Office Equip. (Repl.)		1,500		
	42b	Office Supplies		4,200		
	42c	Veh. Op. & Main.		1,500		
	43	Insurance		300		
	44	Consultant		2,500		
	45	Contract Services				
	46	Rents & Leases		3,050		
	47	Util. & Custo. Srvcs.		3,550		
	48	Other				
40		OPERATING EXPENSES		30,653		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		115,556		
INCOME						
	101	Direct				
	102	Coordination		70,500		
	103	Special Education				
100		STATE INCOME		26,769		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		5,980		
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME		2,307		
150		OTHER INCOME				
		TOTAL INCOME		115,556		

TITLE: Program Coordination COMPONENT OF: Instructional Program Development

LEVEL: IV NUMBER: 212 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION WILL ASSIGN RESOURCES TO COORDINATE IDENTIFIED INSTRUCTIONAL IMPROVEMENT PROJECTS WHICH INVOLVE MORE THAN ONE DISTRICT. THOSE RESOURCES WILL WORK WITH IDENTIFIED EDUCATOR GROUPS (ADMINISTRATORS COUNCIL, CURRICULUM COUNCIL, AND OTHER GROUPS).

OBJECTIVES:

Given the existing instructional areas (reading, math, science, social studies, English, music, art, physical education, and practical arts), the County Board of Education, working in cooperation with school districts, will formulate performance objectives, identify possible methods and materials, and recommend instructional methods and materials in at least two instructional areas each year. Seventy-five per cent of the districts will accept the performance objectives as a basic program.

The County Superintendent will identify appropriate consultant services for all locally, federally, and state funded district curriculum development proposals. The County Office of Education will provide services for all approved projects.

After a formal group of educators has announced a desire to meet regularly, the Board will assign resources to complete agenda and minutes, make meeting arrangements, and coordinate those meetings.

PROJECT COORDINATION BUDGET NUMBER 212

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .15 pos.		2,566		
	12	Sal. Cons. Psych. - .30 pos.		4,641		
	13	Sal. Tchr. - pos.				
	14	Retirement		216		
	15	Hosp., Other Ins.		250		
10		CERTIFICATED PERSONNEL		7,673		
	21	Sal. - .28 pos.		1,828		
	22	Retirement		222		
	23	Hosp., Other Ins.		173		
20		CLASSIFIED PERSONNEL		2,223		
		TOTAL PERSONNEL		9,896		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		404		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		2,200		
	42c	Veh. Op. & Main.		250		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		800		
	47	Util. & Custo. Srvcs.		750		
	48	Other				
40		OPERATING EXPENSES		4,504		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		14,400		
		INCOME				
	101	Direct				
	102	Coordination		12,091		
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME		2,309		
150		OTHER INCOME				
		TOTAL INCOME		14,400		

TITLE: Training and Inservice Program COMPONENT OF: Instructional Program Development

LEVEL: IV NUMBER: 213 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

PRODUCTIVE DEVELOPMENT OF INSTRUCTIONAL PROGRAMS REQUIRES THAT TEACHERS, ADMINISTRATORS, BOARD MEMBERS, AND OTHERS ENLISTED IN THE SCHOOL EFFORT ACQUIRE NEW KNOWLEDGES, MASTER NEW SKILLS, AND CULTIVATE NEW ATTITUDES. THE RESOURCES OF THE UNIVERSITY OF CALIFORNIA, SACRAMENTO STATE COLLEGE, LOS RIOS JUNIOR COLLEGE DISTRICT AND THE COUNTY OFFICE CONTRIBUTE TO GAINING THAT GOAL.

OBJECTIVES:

By law, the County Board of Education will sponsor the Annual Trustees Institute. The Board will direct the County Superintendent to conduct other training sessions requested by district trustees. Seventy-five per cent of the participants will indicate satisfaction with the program.

The County Office of Education will distribute educational material, identified by the County Board as pertinent, to the boards of trustees.

Through communications with all school people in the county, the County Superintendent will identify priority training need areas. Seventy-five per cent of district administrators will accept the priority listings.

Using his resources or resources from an institute of higher learning, the County Superintendent will sponsor or conduct training programs related to at least ten of the high priority training needs during the year. Seventy-five per cent of participants will express satisfaction with a training program.

INSERVICE TRAINING BUDGET NUMBER 213

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .33 pos.		5,677 *		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		170		
	15	Hosp., Other Ins.		196		
10		CERTIFICATED PERSONNEL		6,043		
	21	Sal. - .35 pos.		2,887		
	22	Retirement		346		
	23	Hosp., Other Ins.		225		
20		CLASSIFIED PERSONNEL		3,457		
		TOTAL PERSONNEL		9,500		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		330		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		4,000		
	42c	Veh. Op. & Main.		250		
	43	Insurance		100		
	44	Consultant		2,500		
	45	Contract Services				
	46	Rents & Leases		1,000		
	47	Util. & Custo. Srvcs.		800		
	48	Other				
40		OPERATING EXPENSES		8,980		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		18,480		
		INCOME				
	101	Direct				
	102	Coordination		15,972		
	103	Special Education				
100		STATE INCOME		15,972		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		2,508		
120		LOCAL INCOME		2,508		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		18,480		

* Includes consultant salaries

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TITLE: Curriculum Improvement Program COMPONENT OF: Instructional Program Development

LEVEL: IV NUMBER: 214 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE CURRICULUM IMPROVEMENT PROGRAM INCLUDES PROGRAM EVALUATION, PROPOSAL AND FUNDING DEVELOPMENT, COURSE OF STUDY AND PUBLICATION DEVELOPMENT, INSTRUCTIONAL IMPROVEMENT PROJECTS, CONSULTANT SERVICES TO INDIVIDUAL TEACHERS AND GROUPS OF TEACHERS, AND COMMUNITY INFORMATION TO ESTABLISH THE BEST POSSIBLE INSTRUCTIONAL SETTINGS FOR CHILDREN AND YOUTH.

CURRICULUM IMPROVEMENT BUDGET NUMBER 214

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -.185 pos.		3,165		
	12	Sal. Cons. Psych. -2.81 pos.		45,066		
	13	Sal. Tchr. - pos.				
	14	Retirement		1,445		
	15	Hosp., Other Ins.		1,669		
10		CERTIFICATED PERSONNEL		51,345		
	21	Sal. 1.905pos.		11,597		
	22	Retirement		1,415		
	23	Hosp., Other Ins.		1,150		
20		CLASSIFIED PERSONNEL		14,162		
		TOTAL PERSONNEL		65,509		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		750		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		2,569		
	42a	Office Equip. (Repl.)		1,500		
	42b	Office Supplies		8,000		
	42c	Veh. Op. & Main.		1,000		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		1,250		
	47	Util. & Custo. Srvcs.		2,000		
	48	Other				
40		OPERATING EXPENSES		17,169		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		82,678		
INCOME						
	101	Direct				
	102	Coordination		79,206		
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		3,472		
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		82,678		

TITLE: Instructional Development Project COMPONENTS OF: Curriculum Improvement Program

LEVEL: V NUMBER: 2141 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE PROGRAM WILL PURSUE A FORMAL PLAN OF ACTION TO ELIMINATE OR REDUCE AN INSTRUCTIONAL PROBLEM OR TAKE ADVANTAGE OF A NEW OPPORTUNITY. THROUGH DEDICATION OF HUMAN AND MATERIAL RESOURCES THE COUNTY BOARD OF EDUCATION CONTRIBUTES TO THE SUCCESS OF SUCH ENTERPRISES.

OBJECTIVES:

Given an approved project design, the County Superintendent will assign the necessary human and material resources identified in the proposal as his responsibility.

Assigned definite objectives within a project, the county consultant will carry out his responsibilities. Success will be determined by acceptance of program or activities in 75% of the target classrooms.

SPECIFIC PROJECTS FOR F771 INCLUDE :

1.	Project Readin' "n" 'Rithmetic	21411
2.	Social Science	21412
3.	Vocational Education	21413
4.	Science	21414
5.	Early Childhood Education	21415
6.	Writing	21416
7.	Physical Fitness	21416

GOALS AND OBJECTIVES TO BE DEVELOPED

INSTRUCTIONAL DEVELOPMENT BUDGET NUMBER 2141

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .07 pos.		1,197		
	12	Sal. Cons. Psych. -1.37 pos.		21,362		
	13	Sal. Tchr. - pos.				
	14	Retirement		676		
	15	Hosp., Other Ins.		763		
10		CERTIFICATED PERSONNEL		23,998		
	21	Sal. - .43 pos.		2,667		
	22	Retirement		324		
	23	Hosp., Other Ins.		265		
20		CLASSIFIED PERSONNEL		3,256		
		TOTAL PERSONNEL		27,254		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		750		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		1,234		
	42a	Office Equip. (Repl.)		500		
	42b	Office Supplies		2,000		
	42c	Veh. Op. & Main.		300		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		450		
	47	Util. & Custo. Srvcs.		400		
	48	Other				
40		OPERATING EXPENSES		5,634		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		32,888		
INCOME						
	101	Direct				
	102	Coordination		32,888		
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		32,888		

TITLE: COURSE OF STUDY AND PUBLICATIONS DEVELOPMENT PROGRAM

COMPONENT OF: CURRICULUM IMPROVEMENT PROGRAM

LEVEL: V NUMBER: 2142 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE EDUCATION CODE REQUIRES THE EL DORADO COUNTY BOARD OF EDUCATION TO PROVIDE AND ENFORCE A COURSE OF STUDY IN THE ELEMENTARY SCHOOL GRADES OF EL DORADO COUNTY; THE BOARD DEVELOPS A REALISTIC STATEMENT OF ENDS LEAVING MEANS DECISIONS TO INDIVIDUAL SCHOOLS. THE BOARD ALSO COMPLETES OTHER PUBLICATIONS AS REQUIRED BY NEED OR OPPORTUNITY.

OBJECTIVES:

Annually, the County Board of Education will revise the existing course of study or complete a new course. Implementation will include formal faculty presentations and acceptance by 75% of the faculty.

After identification of a need for a particular publication by a significant number of teachers or the emergence of a new state curriculum development (English, math), the County Board of Education will select or develop and then distribute that publication to a major segment of the educational community. A publication plan will include precise evaluation procedures.

COURSE OF STUDY BUDGET NUMBER 2142

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .025 pos.		428		
	12	Sal. Cons. Psych. - .10 pos.		1,489		
	13	Sal. Tchr. - pos.				
	14	Retirement		57		
	15	Hosp., Other Ins.		75		
10		CERTIFICATED PERSONNEL		2,049		
	21	Sal. -.025pos.		205		
	22	Retirement		25		
	23	Hosp., Other Ins.		17		
20		CLASSIFIED PERSONNEL		247		
		TOTAL PERSONNEL		2,296		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		109		
	42a	Office Equip. (Repl.)		250		
	42b	Office Supplies		3,000		
	42c	Veh. Op. & Main.		150		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		100		
	47	Util. & Custo. Srvcs.		300		
	48	Other				
40		OPERATING EXPENSES		3,909		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		6,205		
INCOME						
	101	Direct				
	102	Coordination		6,205		
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		6,205		

TITLE: Proposal and Funding Development Program COMPONENT OF: Curriculum Improvement Program

LEVEL: V NUMBER: 2143 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION TAKES FULL ADVANTAGE OF ALL COUNTY, STATE, AND FEDERAL FUNDING POSSIBILITIES TO ASSIST ALL CHILDREN IN EL DORADO COUNTY.

OBJECTIVES:

Given the program evaluation report or a specific request from a superintendent, the County Superintendent will assign appropriate consultant resources to design a project proposal. The project proposal will include goals, objectives, recommended methods and materials, inservice recommendations, budget funding possibilities, and evaluative procedures. After revisions, the proposal will be accepted by people identified by the district superintendent.

The County Superintendent will identify at least fifteen possibilities for county, state, or federal support of educational activities, explain each possibility so that 75% of those oriented understand requirements in each instance, and develop project proposals in at least twelve separate county, state, and federal titles during the fiscal year.

PROPOSAL AND FUNDING BUDGET NUMBER 2143

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. .81 pos.		14,197		
	13	Sal. Tchr. - pos.				
	14	Retirement		434		
	15	Hosp., Other Ins.		489		
10		CERTIFICATED PERSONNEL		15,462		
	21	Sal. -1.14pos.		6,701		
	22	Retirement		698		
	23	Hosp., Other Ins.		800		
20		CLASSIFIED PERSONNEL		8,199		
		TOTAL PERSONNEL		23,661		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		708		
	42a	Office Equip. (Repl.)		250		
	42b	Office Supplies		1,500		
	42c	Veh. Op. & Main.		150		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		100		
	47	Util. & Custo. Srvcs.		400		
	48	Other				
40		OPERATING EXPENSES		3,108		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		26,769		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District		26,769		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		26,769		

TITLE: Consultant Services Program COMPONENT OF: Curriculum Improvement Program

LEVEL: V NUMBER: 2144 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION OFFERS THIS ASSISTANCE TO TEACHERS AND ADMINISTRATORS WHO ENCOUNTER PROBLEMS WHERE THEY NEED ASSISTANCE OR SUGGESTION FROM "ANOTHER SOURCE" THROUGH THE WORK OF GENERAL CONSULTANTS.

OBJECTIVES:

Upon request by a school person, the general consultant assigned to that school will clarify an instructional problem with a single teacher in a classroom, or several teachers in several classrooms, or the school. The consultant will recommend a plan of action to eliminate or reduce the problem. The recommended plan of action is accepted by the principal in 75% of cases.

Given established objectives in a plan of action, a consultant will carry out his role to the satisfaction of the principal in 75% of all cases.

CONSULTANT SERVICES BUDGET NUMBER 2144

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. - .33 pos.		4,965		
	13	Sal. Tchr. - pos.				
	14	Retirement		159		
	15	Hosp., Other Ins.		203		
10		CERTIFICATED PERSONNEL		5,669		
	21	Sal. -.14 pos.		861		
	22	Retirement		106		
	23	Hosp., Other Ins.		85		
20		CLASSIFIED PERSONNEL		1,052		
		TOTAL PERSONNEL		6,721		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		299		
	42a	Office Equip. (Repl.)		500		
	42b	Office Supplies		300		
	42c	Veh. Op. & Main.		300		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		400		
	47	Util. & Custo. Srvcs.		400		
	48	Other				
40		OPERATING EXPENSES		2,119		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		8,920		
INCOME						
	101	Direct				
	102	Coordination		8,920		
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		8,920		

TITLE: Community Information Program COMPONENT OF: Curriculum Improvement Program

LEVEL: V NUMBER: 2145 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION BROADLY ANNOUNCES EDUCATIONAL ACTIVITIES AND OUTCOMES IN THE COMMUNITY INFORMATION PROGRAM.

OBJECTIVES:

During the course of a curriculum improvement project, the assigned consultant will place a major news article in at least one newspaper serving the area.

After identifying ten topics of general parent interest, the County Superintendent will place quantity copies of brochures in public places for general public distribution.

COMMUNITY INFORMATION BUDGET NUMBER 2145

CHARGES		Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. - .03 pos.		513		
12	Sal. Cons. Psych. -.05 pos.		735		
13	Sal. Tchr. - pos.				
14	Retirement		37		
15	Hosp., Other Ins.		48		
10	CERTIFICATED PERSONNEL		1,333		
21	Sal. -.13 pos.		880		
22	Retirement		106		
23	Hosp., Other Ins.		81		
20	CLASSIFIED PERSONNEL		1,067		
	TOTAL PERSONNEL		2,400		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)				
41b	Instruc. Mat.				
41c	Field Trips				
41d	Mileage, Conf., Conv.		72		
42a	Office Equip. (Repl.)				
42b	Office Supplies		700		
42c	Veh. Op. & Main.				
43	Insurance				
44	Consultant				
45	Contract Services				
46	Rents & Leases		100		
47	Util. & Custo. Srvcs.		200		
48	Other				
40	OPERATING EXPENSES		1,072		
51	A/V Materials				
52	Library Books				
53	Site Improvement				
54	Instruc. Equip. (New)				
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY				
60	TRANSPORTATION - pos.				
70	FOOD SERVICES				
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		3,472		
INCOME					
101	Direct				
102	Coordination				
103	Special Education				
100	STATE INCOME				
111	District				
112	Other Counties				
113	Other				
110	CONTRACT INCOME				
121	Special Ed. Co. Tax				
122	Special Ed. Dist. Tax				
123	County General Tax		3,472		
120	LOCAL INCOME				
130	FEDERAL INCOME				
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		3,472		

TITLE: Program Evaluation COMPONENT OF: Curriculum Improvement Program

LEVEL: V NUMBER: 2146 DATE: 5-1-70

DEVELOPED BY: Roy Mangini

GOALS:

PROGRAM IMPROVEMENT NEEDS WILL BE BASED ON FIRM EVALUATION OF CHILDREN'S LEARNING AND PROGRESS TOWARD ESTABLISHED EDUCATIONAL OBJECTIVES, NOT WHIM. THE COUNTY SUPERINTENDENT EXAMINES GROUP TESTING RESULTS, COLLECTS PROFESSIONAL JUDGMENTS, AND DEVISES SPECIFIC EVALUATION PROCEDURES.

OBJECTIVES:

Upon written request of a district superintendent for program evaluation, the County Superintendent will assign appropriate personnel to identify shortcomings in particular instructional programs in a district and submit written evaluation to the district superintendent within a 30 day period. The evaluation procedure and final report are presented to the district superintendent.

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PROGRAM EVALUATION BUDGET NUMBER 2146

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. - .15 pos.		2,321		
	13	Sal. Tchr. - pos.				
	14	Retirement		80		
	15	Hosp., Other Ins.		93		
10		CERTIFICATED PERSONNEL		2,836		
	21	Sal. -.04 pos.		282		
	22	Retirement		34		
	23	Hosp., Other Ins.		25		
20		CLASSIFIED PERSONNEL		341		
		TOTAL PERSONNEL		3,177		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		147		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		500		
	42c	Veh. Op. & Main.		100		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		100		
	47	Util. & Custo. Srvcs.		300		
	48	Other				
40		OPERATING EXPENSES		1,147		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		4,324		
		INCOME				
	101	Direct				
	102	Coordination		4,324		
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		4,324		

TITLE: Psychological Services Program COMPONENT OF: Instructional Support Program

LEVEL: III NUMBER: 22 DATE: 5-1-70

DEVELOPED BY: David Hawley

GOALS:

THROUGH THE PSYCHOLOGICAL SERVICES PROGRAM, THE COUNTY BOARD OF EDUCATION

IDENTFIES CHILDREN WITH LEARNING PROBLEMS

RECOMMENDS SPECIAL HELP FOR CHILDREN WITH LEARNING PROBLEMS

COUNSELS AND GUIDES CHILDREN WITH EMOTIONAL, PERSONAL, OR ACADEMIC PROBLEMS

ASSESSES CHILDREN'S LEARNING PROGRESS THROUGH GROUP TESTING PROGRAMS REQUIRED BY THE EDUCATION CODE IN READING, MATHEMATICS, WRITING, LISTENING, AND PHYSICAL FITNESS

ASSESSES CHILDREN'S LEARNING PROGRESS IN OTHER SCHOOL SUBJECTS AT DISTRICT REQUEST

IDENTIFIES (AT DISTRICT REQUEST) INSTRUCTIONAL PROGRAMS BY SCHOOL WHERE CHILDREN ARE NOT LEARNING AS WELL AS THEY SHOULD

HELPS CHILDREN WITH TRUANCY OR FAMILY PROBLEMS

WORKS TO PREVENT LEARNING, SOCIAL, AND EMOTIONAL PROBLEMS IN CHILDREN

PSYCHOLOGICAL SERVICES BUDGET NUMBER 22

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -.10 pos.		1,710		
	12	Sal. Cons. Psych. - 3 pos.		40,680		
	13	Sal. Tchr. - pos.				
	14	Retirement		1,272		
	15	Hosp., Other Ins.		1,617		
10		CERTIFICATED PERSONNEL		45,279		
	21	Sal. 1.37 pos.		8,932		
	22	Retirement		1,084		
	23	Hosp., Other Ins.		848		
20		CLASSIFIED PERSONNEL		10,863		
		TOTAL PERSONNEL		56,142		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		600		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		2,651		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,000		
	42c	Veh. Op. & Main.		300		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services		1,300		
	46	Rents & Leases		1,000		
	47	Util. & Custo. Srvcs.		1,000		
	48	Other				
40		OPERATING EXPENSES		7,951		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST			64,093		
INCOME						
	101	Direct		24,254		
	102	Coordination		1,700		
	103	Special Education		29,568		
100		STATE INCOME		55,522		
	111	District				
	112	Other Counties		3,200		
	113	Other				
110		CONTRACT INCOME		3,200		
	121	Special Ed. Co. Tax		1,871		
	122	Special Ed. Dist. Tax		3,500		
	123	County General Tax		5,371		
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		64,093		

TITLE: Counseling Program COMPONENT OF: Psychological Services Program

LEVEL: IV NUMBER: 221 DATE: 5-1-70

DEVELOPED BY: David Hawley

PROGRAM STATEMENT:

Through referral and active participation in a school, a psychologist can assist children and those involved with them in modifying the child's behavior, his learning environment, or both. Ordinarily, a psychologist will help a child through working with people in his environment.

GOALS:

THROUGH AN AGGRESSIVE YET SENSITIVE EFFORT THIS PROGRAM WILL MOTIVATE SCHOOL PERSONNEL AND OTHER INTERESTED ADULTS TO WORK WITH THE PSYCHOLOGIST IN PROMOTING PRODUCTIVE INDIVIDUAL AND GROUP BEHAVIOR IN CHILDREN.

OBJECTIVES:

Within two weeks of referral, the psychologist will schedule a meeting with those professionals involved with a child, discuss the learner, and assist in the development of a more promising goal and performance objective sequence for him.

THE MENTAL HEALTH ENVIRONMENT OF A SCHOOL IS IMPORTANT TO LEARNERS. THEREFORE THE COUNSELING PROGRAM WILL PROMOTE ADULTS IN GAINING SKILLS AND KNOWLEDGE SO THEY CAN UNDERSTAND AND MODIFY INDIVIDUAL AND GROUP BEHAVIOR.

During the first semester after request from a district, the County Superintendent will conduct a course in early child training.

THE EFFECTIVE COUNSELING PROGRAM WILL HELP A CHILD UNDERSTAND AND ACCEPT HIMSELF.

Upon referral by a teacher and after observation of a child, the psychologist will, in a single or series of sessions, assist the child in understanding problems or situations and arriving at alternative solutions.

KNOWLEDGE OF THE TEACHING LEARNING ENVIRONMENT AND PUPIL BEHAVIOR WILL ALERT EDUCATORS TO NEEDED CHANGES IN THE SCHOOL AND CURRICULUM.

Upon request of the district superintendent, the psychologist assigned to the school will develop and complete a survey of the mental health conditions in that school, and thirty days after completion of the survey the report will be delivered to and accepted by the district.

COUNSELING BUDGET NUMBER 221

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. - 1.40 pos.		18,984		
	13	Sal. Tchr. - pos.				
	14	Retirement		581		
	15	Hosp., Other Ins.		731		
10		CERTIFICATED PERSONNEL		20,638		
	21	Sal. -.27 pos.		1,738		
	22	Retirement		211		
	23	Hosp., Other Ins.		167		
20		CLASSIFIED PERSONNEL		2,116		
		TOTAL PERSONNEL		22,754		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		100		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		1,210		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		250		
	42c	Veh. Op. & Main.		75		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		250		
	47	Util. & Custo. Srvcs.		250		
	48	Other		20		
40		OPERATING EXPENSES		2,155		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		24,909		
INCOME						
	101	Direct		12,709		
	102	Coordination		1,000		
	103	Special Education		8,000		
100		STATE INCOME		21,709		
	111	District				
	112	Other Counties		1,200		
	113	Other				
110		CONTRACT INCOME		1,200		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax		2,000		
	123	County General Tax				
120		LOCAL INCOME		2,000		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		24,909		

TITLE: Group Testing Program COMPONENT OF: Psychological Services Program

LEVEL: IV NUMBER: 222 DATE: 5-1-70

DEVELOPED BY: David Hawley

GOALS:

THE GROUP TESTING PROGRAM WILL GENERATE DATA ON CHILDREN'S INTELLECTUAL ABILITY, LEARNING PROGRESS, PERSONAL INTERESTS, AND VOCATIONAL APTITUDES WHICH WILL HELP TEACHERS, PARENTS, AND PUPILS PLAN, ENCOURAGE, AND ENHANCE CHILDREN'S EMOTIONAL, SOCIAL, INTELLECTUAL, AND PHYSICAL DEVELOPMENT.

OBJECTIVES:

Given the names of instructional, aptitude, and interest instruments by the psychologist and at district request, the district superintendent and representative district teachers will name those instruments by developmental level which they wish included in the district's group testing program.

Supplied with the district group testing requests, the psychologist will prepare a materials order for processing by the district's business department. These supplies are separate from those needed in the state-mandated testing program.

Informed by the State Department of Education, the psychometrist will order and distribute materials for the state testing program. All materials shall reach each district three weeks prior to actual test dates.

Five days after the last testing date in a group testing sequence and after receiving answer sheets from each district, the psychometrist will score all tests. Scores are available to districts no more than three school weeks after testing ends.

After the return of test results, the district testing coordinators and the psychologist will interpret these findings to a staff where they are understood by at least 90% of the teachers in a district.

With the interpreted test results, the district staff and the psychologist will identify both weak instructional programs, curriculum, and ineffective teaching methodology.

In a conference the parent will identify his child's learning needs and assist the teacher in immediately developing new goal sequences.

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GROUP TESTING BUDGET 67 NUMBER 222

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		342		
	12	Sal. Cons. Psych. - .25 pos.		3,390		
	13	Sal. Tchr. - pos.				
	14	Retirement		111		
	15	Hosp., Other Ins.		150		
10		CERTIFICATED PERSONNEL		3,993		
	21	Sal. - .23 pos.		1,408		
	22	Retirement		172		
	23	Hosp., Other Ins.		141		
20		CLASSIFIED PERSONNEL		1,721		
		TOTAL PERSONNEL		5,714		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		250		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		233		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		250		
	42c	Veh. Op. & Main.		75		
	43	Insurance				
	44	Consultant				
	45	Contract Services		1,300		
	46	Rents & Leases		250		
	47	Util. & Custo. Srvcs.		250		
	48	Other		20		
40		OPERATING EXPENSES		2,628		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		8,342		
INCOME						
	101	Direct		6,142		
	102	Coordination				
	103	Special Education		1,000		
100		STATE INCOME		7,142		
	111	District				
	112	Other Counties		400		
	113	Other				
110		CONTRACT INCOME		400		
	121	Special Ed. Co. Tax		500		
	122	Special Ed. Dist. Tax		300		
	123	County General Tax				
120		LOCAL INCOME		800		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		8,342		

TITLE: Individual Assessment Program COMPONENT OF: Psychological Services Program

LEVEL: IV NUMBER: 223 DATE: 5-1-70

DEVELOPED BY: David Hawley

GOALS.

THE INDIVIDUAL ASSESSMENT OF CHILDREN WILL SENSITIZE EDUCATORS TO LEARNING PROBLEMS AND THE BEHAVIORAL STRATEGIES NEEDED TO IMPROVE INDIVIDUAL CHILDREN'S LEARNING.

OBJECTIVES:

Upon referral from the principal, the psychologist will evaluate a child's educational, emotional, intellectual, behavioral, and perceptual functioning to advise appropriate modes of instruction and relationship.

After completion of the individual assessment, the psychologist will prepare a psychological report that includes an educational diagnosis, a list of specific learning deficits, recommendations in performance objective form for modification of the teaching-learning behavior that enhances the student's learning strengths and reduces learning weaknesses.

Following the completion of the evaluation, the psychologist will assist the teacher in implementing recommendations.

INDIVIDUAL ASSESSMENT BUDGET NUMBER 223

			Current Year	Budget Year	2nd Year	3rd Year
CHARGES						
	11	Sal. Adm. - .03 pos.		513		
	12	Sal. Cons. Psych. -1.25 pos.		16,950		
	13	Sal. Tchr. - pos.				
	14	Retirement		523		
	15	Hosp., Other Ins.		660		
10		CERTIFICATED PERSONNEL		18,646		
	21	Sal. -.75 pos.		4,965		
	22	Retirement		603		
	23	Hosp., Other Ins.		466		
20		CLASSIFIED PERSONNEL		6,033		
		TOTAL PERSONNEL		24,679		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		250		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		1,094		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.		75		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		250		
	47	Util. & Custo. Srvcs.		250		
	48	Other		20		
40		OPERATING EXPENSES		2,189		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		26,868		
INCOME						
	101	Direct		3,000		
	102	Coordination		500		
	103	Special Education		20,068		
100		STATE INCOME		23,568		
	111	District				
	112	Other Counties		1,300		
	113	Other				
110		CONTRACT INCOME		1,300		
	121	Special Ed. Co. Tax		1,000		
	122	Special Ed. Dist. Tax		1,000		
	123	County General Tax				
120		LOCAL INCOME		2,000		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		26,868		

TITLE: Child Welfare and Accounting Program COMPONENT: Psychological Services Program

LEVEL: IV NUMBER: 224 DATE: 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

CHILD WELFARE & ATTENDANCE BUDGET 71 NUMBER 224

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .01 pos.		171		
	12	Sal. Cons. Psych. - .05 pos.		678		
	13	Sal. Tchr. - pos.				
	14	Retirement		25		
	15	Hosp., Other Ins.		36		
10		CERTIFICATED PERSONNEL		910		
	21	Sal. - .03 pos.		247		
	22	Retirement		30		
	23	Hosp., Other Ins.		19		
20		CLASSIFIED PERSONNEL		296		
		TOTAL PERSONNEL		1,206		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		52		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.		25		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		100		
	47	Util. & Custo. Srvcs.		100		
	48	Other		20		
40		OPERATING EXPENSES		397		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		1,603		
INCOME						
	101	Direct		1,603		
	102	Coordination				
	103	Special Education				
100		STATE INCOME		1,603		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		1,603		

TITLE: Program Monitoring Program **COMPONENT:** Psychological Services Program

LEVEL: IV **NUMBER:** 225 **DATE:** 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

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PROGRAM MONITORING BUDGET NUMBER 225

CHARGES		Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. - .02 pos.		342		
12	Sal. Cons. Psych. - .05 pos.		678		
13	Sal. Tchr. - pos.				
14	Retirement		30		
15	Hosp., Other Ins.		42		
10	CERTIFICATED PERSONNEL		1,092		
21	Sal. -.09 pos.		571		
22	Retirement		70		
23	Hosp., Other Ins.		56		
20	CLASSIFIED PERSONNEL		697		
	TOTAL PERSONNEL		1,789		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)				
41b	Instruc. Mat.				
41c	Field Trips				
41d	Mileage, Conf., Conv.		62		
42a	Office Equip. (Repl.)				
42b	Office Supplies		150		
42c	Veh. Op. & Main.		50		
43	Insurance				
44	Consultant				
45	Contract Services				
46	Rents & Leases		150		
47	Util. & Custo. Srvcs.		150		
48	Other		20		
40	OPERATING EXPENSES		582		
51	A/V Materials				
52	Library Books				
53	Site Improvement				
54	Instruc. Equip. (New)				
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY				
60	TRANSPORTATION - pos.				
70	FOOD SERVICES				
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		2,371		
INCOME					
101	Direct		800		
102	Coordination		200		
103	Special Education		500		
100	STATE INCOME		1,500		
111	District				
112	Other Counties		300		
113	Other				
110	CONTRACT INCOME		300		
121	Special Ed. Co. Tax		371		
122	Special Ed. Dist. Tax		200		
123	County General Tax				
120	LOCAL INCOME		571		
130	FEDERAL INCOME				
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		2,371		

TITLE:	Health Services Program	COMPONENT OF:	Instructional Support Program		
LEVEL:	III	NUMBER:	23	DATE:	5-1-70
DEVELOPED BY:	Roy J. Mangini				

GOALS:

THROUGH THE HEALTH SERVICES PROGRAM THE COUNTY BOARD OF EDUCATION

ASSURES PROPER EMERGENCY CARE TREATMENT OF CHILDREN IN ALL SERVICE SCHOOLS

IDENTIFIES CHILDREN WITH VISION, HEARING, OR OTHER PHYSICAL OR MENTAL HEALTH PROBLEMS WHICH MIGHT INTERFERE WITH THEIR LEARNING

CORRECTS A CHILD'S PHYSICAL OR MENTAL HEALTH PROBLEM (IF POSSIBLE) THROUGH THE FAMILY, COOPERATING PHYSICIANS AND DENTISTS, SERVICE CLUBS, OR PUBLIC AGENCIES

IDENTIFIES SAFETY AND HEALTH HAZARDS IN SCHOOL PLANTS AND ON SCHOOL SITES

IMMUNIZES THOSE CHILDREN, WHO NEED THAT ATTENTION, AGAINST COMMON COMMUNICABLE DISEASES

CONDUCTS A NUTRITIONAL PROGRAM FOR CHILDREN IN THE TRAINABLE MENTALLY RETARDED AND HEAD START PROGRAMS AND FOR NEEDY CHILDREN

DESCRIBES THE PHYSICAL HEALTH AND DEVELOPMENTAL HISTORY OF CHILDREN REFERRED FOR PLACEMENT IN ALL SPECIAL EDUCATION PROGRAMS

APPROACHES LEARNERS IN DIRECT INSTRUCTION THROUGH TEACHING, COUNSELING, AND DISTRIBUTION OF MATERIALS

HEALTH SERVICES BUDGET 75 NUMBER 23

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -.205 pos.		3,183		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. -2.35 pos.		24,095		
	14	Retirement		818		
	15	Hosp., Other Ins.		1,350		
10		CERTIFICATED PERSONNEL		29,451		
	21	Sal. -.20 pos.		1,229		
	22	Retirement		149		
	23	Hosp., Other Ins.		124		
20		CLASSIFIED PERSONNEL		1,499		
		TOTAL PERSONNEL		30,950		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		375		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		1,687		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		2,907		
	42c	Veh. Op. & Main.		300		
	43	Insurance		150		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		1,000		
	47	Util. & Custo. Srvcs.		1,500		
	48	Other				
40		OPERATING EXPENSES		7,919		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		750		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		750		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		39,619		
INCOME						
	101	Direct		19,035		
	102	Coordination		1,000		
	103	Special Education		1,900		
100		STATE INCOME		22,835		
	111	District		16,787		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		16,787		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		39,622		

TITLE: Physical Screening Program COMPONENT OF: Health Services Program

LEVEL: IV NUMBER: 231 DATE: 5-1-70

DEVELOPED BY: Roy J. Mangini

GOALS:

THROUGH THE PHYSICAL SCREENING PROGRAM, HEALTH SERVICES PERSONNEL WILL IDENTIFY CHILDREN WITH VISION AND HEARING DEFICITS SEVERE ENOUGH TO INTERFERE WITH THEIR LEARNING.

OBJECTIVES:

The nurse will coordinate a vision screening program of all children in grades K and one and for all children in other grades who are new to the school by December 15.

After a child is identified as possibly having a vision handicap, the nurse will notify his parents and advise them to secure a more thorough vision evaluation no later than three weeks after the screening.

Three months after parental notification, the nurse will determine the degree of parent cooperation and set an appropriate course.

The nurse will coordinate a hearing screening of all children in grades K through eight by May 15.

After a child is identified as possibly having a hearing handicap, the nurse will notify his parents and advise them to secure a more thorough hearing evaluation no later than three weeks after the screening.

Three months after parental notification, the nurse will determine the degree of parent cooperation and set an appropriate course.

PHYSICAL SCREENING BUDGET 77 NUMBER 231

			Current Year	Budget Year	2nd Year	3rd Year
CHARGES						
	11	Sal. Adm. -.055 pos.		839		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. -.35 pos.		3,715		
	14	Retirement		138		
	15	Hosp., Other Ins.		228		
10		CERTIFICATED PERSONNEL		4,920		
	21	Sal. - pos.				
	22	Retirement				
	23	Hosp., Other Ins.				
20		CLASSIFIED PERSONNEL				
		TOTAL PERSONNEL		4,920		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		100		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		247		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,000		
	42c	Veh. Op. & Main.		50		
	43	Insurance		25		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		200		
	47	Util. & Custo. Srvcs.		300		
	48	Other				
40		OPERATING EXPENSES		1,922		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		6,842		
INCOME						
	101	Direct		4,000		
	102	Coordination				
	103	Special Education				
100		STATE INCOME		4,000		
	111	District		2,842		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		2,842		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		6,842		

TITLE: Health and Safety Inspection Program COMPONENT OF: Health Services Program

LEVEL: IV NUMBER: 232 DATE: 5-1-70

DEVELOPED BY: Roy J. Mangini

GOALS:

THE COUNTY SUPERINTENDENT WILL COMPLETE AN ANNUAL HEALTH AND SAFETY INSPECTION OF SCHOOL SITES AND BUILDINGS.

OBJECTIVES:

Upon request from a district superintendent, the County Superintendent will identify health and safety hazards in school buildings and on school sites in that district no more than thirty days after the request.

After completion of the inspection, the County Superintendent will develop recommendations for correcting identified health and safety hazards.

The County Superintendent will submit a report on hazards and recommended corrections to the district superintendent and the district board no more than two months after the request for the inspection.

HEALTH & SAFETY INSPECTION BUDGET 79 NUMBER 232

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .03 pos.		473		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - .13 pos.		1,361		
	14	Retirement		55		
	15	Hosp., Other Ins.		89		
10		CERTIFICATED PERSONNEL		1,978		
	21	Sal. - .05 pos.		309		
	22	Retirement		38		
	23	Hosp., Other Ins.		29		
20		CLASSIFIED PERSONNEL		376		
		TOTAL PERSONNEL		2,354		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		100		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		104		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		500		
	42c	Veh. Op. & Main.		50		
	43	Insurance		25		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		150		
	47	Util. & Custo. Srvcs.		225		
	48	Other				
40		OPERATING EXPENSES		1,154		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		3,508		
		INCOME				
	101	Direct		3,508		
	102	Coordination				
	103	Special Education				
100		STATE INCOME		3,508		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		3,508		

TITLE: Immunization Program COMPONENT OF: Health Services Program

LEVEL: IV NUMBER: 233 DATE: 5-1-70

DEVELOPED BY: Roy M. Mangini

GOALS:

IN ACTIVE COOPERATION WITH THE COUNTY HEALTH DEPARTMENT, THE COUNTY SUPERINTENDENT WILL IMMUNIZE CHILDREN (WHO HAVE NOT OTHERWISE RECEIVED PROTECTION) AGAINST COMMON COMMUNICABLE DISEASES.

OBJECTIVES:

After gaining parental permission, the County Superintendent will coordinate biennial immunization clinics for diphtheria, whooping cough, smallpox, polio, rubella, mumps, and rubeola, and he will also complete tuberculosis skin tests in appropriate cases.

IMMUNIZATION BUDGET NUMBER 233

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -.055 pos.		839		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - .25 pos.		2,630		
	14	Retirement		106		
	15	Hosp., Other Ins.		170		
10		CERTIFICATED PERSONNEL		3,745		
	21	Sal. -.045pos.		267		
	22	Retirement		33		
	23	Hosp., Other Ins.		26		
20		CLASSIFIED PERSONNEL		326		
		TOTAL PERSONNEL		4,071		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		75		
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		194		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		500		
	42c	Veh. Op. & Main.		50		
	43	Insurance		25		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		150		
	47	Util. & Custo. Srvcs.		225		
	48	Other				
40		OPERATING EXPENSES		1,219		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		5,290		
INCOME						
	101	Direct		1,800		
	102	Coordination				
	103	Special Education				
100		STATE INCOME		1,800		
	111	District		3,490		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		3,490		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		5,290		

TITLE: Emergency Care Program COMPONENT OF: Health Services Program

LEVEL: IV NUMBER: 234 DATE: 5-1-70

DEVELOPED BY: Roy J. Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION WILL DESCRIBE THOSE COMPETENCIES NEEDED BY A PERSON WHO IS RESPONSIBLE FOR THE EMERGENCY CARE PROGRAM AT A SCHOOL, DEVELOP A RECOMMENDED LIST OF SUPPLIES, AND DESCRIBE REASONABLE EMERGENCY CARE PROCEDURES.

OBJECTIVES:

After having developed recommended competencies, supplies, and procedures, the nurse and school administrator will identify a person(s) who is always in the school. This person will take responsibility for the emergency care program.

After identification of responsible personnel by each school district, the nurse will conduct an annual health and safety training program for them.

The nurse will evaluate the emergency care supplies and equipment available at each school for which she has responsibility. She will recommend purchase of supplies and equipment necessary to bring the school supplies in compliance with the recommended list. The nurse will also evaluate the emergency care procedures and recommend changes to the principal.

EMERGENCY CARE BUDGET NUMBER 234

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .025 pos.		387		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. -.25 pos.		2,630		
	14	Retirement		92		
	15	Hosp., Other Ins.		152		
10		CERTIFICATED PERSONNEL		3,261		
	21	Sal. -.07 pos.		153		
	22	Retirement		19		
	23	Hosp., Other Ins.		12		
20		CLASSIFIED PERSONNEL		187		
		TOTAL PERSONNEL		3,448		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		50		
	41c	Field Trips		50		
	41d	Mileage, Conf., Conv.		169		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		200		
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		150		
	47	Util. & Custo. Srvcs.		225		
	48	Other		25		
40		OPERATING EXPENSES		869		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		4,317		
INCOME						
	101	Direct		1,600		
	102	Coordination				
	103	Special Education				
100		STATE INCOME		1,600		
	111	District		2,717		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		2,717		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		4,317		

TITLE: Developmental and Physical Assessment Program COMPONENT OF: Health Services Program

LEVEL: IV NUMBER: 235 DATE: 5-1-70

DEVELOPED BY: Roy J. Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION WILL CAUSE RELEVANT DATA ON A CHILD TO BE COLLECTED PRIOR TO HIS CONSIDERATION FOR PLACEMENT IN THE SPECIAL EDUCATION PROGRAM.

OBJECTIVES:

Upon request of the director of special education, or other district program director, the nurse will complete a developmental study of the child no later than ten days after the request. The screening committee must accept the report.

In the case of children referred for EH or TMR placement and sometimes EMR placement, a physican will complete a medical evaluation of the child and report on the county-prescribed form or district forms.

DEVELOPMENTAL & PHYSICAL ASSESS. BUDGET NUMBER 235

			Current Year	Budget Year	2nd Year	3rd Year
CHARGES						
	11	Sal. Adm. - .01 pos.		171		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. -.60 pos.		5,850		
	14	Retirement		181		
	15	Hosp., Other Ins.		272		
10		CERTIFICATED PERSONNEL		6,474		
	21	Sal. - .05 pos.		309		
	22	Retirement		38		
	23	Hosp., Other Ins.		29		
20		CLASSIFIED PERSONNEL		376		
		TOTAL PERSONNEL		6,850		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.		50		
	41c	Field Trips		50		
	41d	Mileage, Conf., Conv.		455		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		500		
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		150		
	47	Util. & Custo. Srvcs.		225		
	48	Other		25		
40		OPERATING EXPENSES		1,455		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		750		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		750		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		9,055		
INCOME						
	101	Direct		3,127		
	102	Coordination				
	103	Special Education		1,800		
100		STATE INCOME		4,927		
	111	District		4,128		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		4,128		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		9,055		

TITLE: Health Counseling and Follow-up Program COMPONENT OF: Health Services Program

LEVEL: IV NUMBER: 236 DATE: 4-1-70

DEVELOPED BY: Roy M. Mangini

GOALS:

THE COUNTY BOARD OF EDUCATION RECOGNIZES THE IMPORTANCE OF COUNSELING A CHILD WITH A PHYSICAL OR HEALTH PROBLEM.

OBJECTIVES:

Upon referral by some school person or identification of a physical problem in a screening program or observation of the child at the school, the nurse will determine a course of action to help that child overcome or cope with a health problem. The plan is accepted by the school principal.

Given information from the vision and hearing screenings, the nurse will (1) make appropriate entries into the children's health insert, and (2) submit appropriate reports to teachers, school principals, and the County Board of Education. Entries and reports are completed no more than forty-five days after the screenings.

HEALTH COUNSELING BUDGET 87 NUMBER 236

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .03 pos.		473		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. -.77 pos.		7,909		
	14	Retirement		252		
	15	Hosp., Other Ins.		439		
10		CERTIFICATED PERSONNEL		9,073		
	21	Sal. -.03 pos.		195		
	22	Retirement		24		
	23	Hosp., Other Ins.		18		
20		CLASSIFIED PERSONNEL		237		
		TOTAL PERSONNEL		9,310		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips		50		
	41d	Mileage, Conf., Conv.		518		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		207		
	42c	Veh. Op. & Main.				
	43	Insurance		25		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		200		
	47	Util. & Custo. Srvcs.		300		
	48	Other				
40		OPERATING EXPENSES		1,300		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		10,610		
INCOME						
	101	Direct		5,000		
	102	Coordination		1,000		
	103	Special Education		1,000		
100		STATE INCOME		7,000		
	111	District		3,610		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		3,610		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		10,610		

TITLE: Instructional Materials Program COMPONENT OF: Instructional Support Program

LEVEL: III NUMBER: 24 DATE: 5-1-70

DEVELOPED BY: Al Tuttle

GOALS:

THE COUNTY BOARD OF EDUCATION WILL SUPPORT PRODUCTIVE LEARNING FOR CHILDREN, YOUTH, AND ADULTS THROUGH REASONABLE AND IMAGINATIVE USE OF INSTRUCTIONAL MATERIALS.

THE COUNTY SUPERINTENDENT WILL MAINTAIN MODERN, EFFICIENT, AND PUNCTUAL INSTRUCTIONAL MATERIALS SUPPORT TO THE STUDENTS, TEACHERS, ADMINISTRATORS, CONSULTANTS, AND CITIZENS OF EL DORADO COUNTY.

HE WILL ALSO PROVIDE SUTDENTS, TEACHERS, AND OTHER PROFESSIONAL PERSONNEL WITH PRINTED AND AUDIO-VISUAL MATERIALS AND THE REQUIRED EQUIPMENT THAT PROMOTE LEARNING.

OBJECTIVES:

The El Dorado County Office of Education will plan, organize, and implement an instructional materials center whose services are evaluated as acceptable by 90% of user clients during each fiscal year.

Teachers, consultants, media specialists, parents, aides, and administrators will evaluate and select materials and decide which materials will be placed in each in-school media center. Fifty per cent of the instructional materials contract funds is used for the development of in-school media centers. The program will include processing of materials, distribution to the school centers, maintenance and repair of equipment, and an up-to-date catalog of materials available through the instructional materials center.

INSTRUCTIONAL MATERIALS BUDGET NUMBER 24

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - pos.		855		
	12	Sal. Cons. Psych. - pos.		20,282		
	13	Sal. Tchr. - pos.				
	14	Retirement		634		
	15	Hosp., Other Ins.		712		
10		CERTIFICATED PERSONNEL		22,483		
	21	Sal. - pos.		25,399		
	22	Retirement		3,110		
	23	Hosp., Other Ins.		2,502		
20		CLASSIFIED PERSONNEL		31,011		
		TOTAL PERSONNEL		53,494		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		1,113		
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.				
	42a	Office Equip. (Repl.)		500		
	42b	Office Supplies		4,400		
	42c	Veh. Op. & Main.		1,000		
	43	Insurance		300		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		4,000		
	47	Util. & Custo. Srvcs.		1,200		
	48	Other		2,400		
40		OPERATING EXPENSES		14,913		
	51	A/V Materials		22,342		
	52	Library Books		23,130		
	53	Site Improvement				
	54	Instruc. Equip. (New)		4,650		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		50,122		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		118,529		
INCOME						
	101	Direct				
	102	Coordination		47,929		
	103	Special Education				
100		STATE INCOME				
	111	District		54,600		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME		16,000		
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		118,529		

TITLE: Printed Material COMPONENT OF: Instructional Materials Program

LEVEL: IV NUMBER: 241 DATE: 5-1-70

DEVELOPED BY: Al Tuttle

GOALS:

THE COUNTY BOARD OF EDUCATION SUPPORTS INSTRUCTIONAL PROGRAM IN PARTICIPATING DISTRICTS THROUGH

DEVELOPMENT AND IMPROVEMENT OF PRINTED MATERIAL COLLECTIONS IN THE IN-SCHOOL MEDIA CENTERS

OBJECTIVES:

Before March 1, the County Superintendent will assist each district in a needs study of printed materials.

Within twelve weeks after individual district need statements are completed, the County Superintendent will complete a purchase plan acceptable to the district superintendent.

Within eight weeks after receipt of new materials at the instructional materials center, the County Superintendent will process and place all books into in-school media centers.

PROMOTE EFFECTIVE USE OF PRINTED MATERIALS BY CHILDREN, YOUTH, AND EDUCATORS.

MAINTAIN A CURRENT PROFESSIONAL LIBRARY AND INFORMATION SERVICE.

The Instructional Materials Center will maintain a professional book and magazine collection and an information retrieval system. All county office certificated staff and 10% of the certificated personnel in the local districts will use materials at least one time during the year.

Upon request from a county educator, the County Superintendent will purchase those books and other printed materials. The coordinator of instructional materials will accept the request.

PRINTED MATERIALS BUDGET NUMBER 241

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .52 pos.		8,364		
	12	Sal. Cons. Psych. - .50 pos.		7,930		
	13	Sal. Tchr. - pos.				
	14	Retirement		487		
	15	Hosp., Other Ins.		549		
10		CERTIFICATED PERSONNEL		17,330		
	21	Sal. -1.77pos.		10,884		
	22	Retirement		1,332		
	23	Hosp., Other Ins.		1,096		
20		CLASSIFIED PERSONNEL		13,312		
		TOTAL PERSONNEL		30,642		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		871		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,700		
	42c	Veh. Op. & Main.		100		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		1,000		
	47	Util. & Custo. Srvcs.		1,200		
	48	Other				
40		OPERATING EXPENSES		4,971		
	51	A/V Materials				
	52	Library Books		23,130		
	53	Site Improvement				
	54	Instruc. Equip. (New)		350		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		23,480		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		59,093		
INCOME						
	101	Direct				
	102	Coordination		28,993		
	103	Special Education				
100		STATE INCOME				
	111	District		23,100		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME		7,000*		
150		OTHER INCOME				
		TOTAL INCOME		59,093		

*Anticipated

TITLE: Audio-Visual Program COMPONENT OF: Instructional Materials Program

LEVEL: IV NUMBER: 242 DATE: 5-1-70

DEVELOPED BY: Al Tuttle

GOALS:

THE COUNTY BOARD OF EDUCATION SUPPORTS INSTRUCTIONAL PROGRAMS IN ALL EL DORADO COUNTY DISTRICTS THROUGH

DEVELOPMENT OF THE AUDIO-VISUAL MATERIALS AND EQUIPMENT CAPABILITY OF IN-SCHOOL MELIA CENTERS

OBJECTIVES:

Before March 1, the County Superintendent will assist each district in a needs study of its audio-visual materials and equipment.

Within six weeks after completion of individual district needs statements, the County Superintendent will complete a purchase plan acceptable to the district superintendent.

Within eight weeks after receipt of new materials, the County Superintendent will place all materials into in-school media centers.

MAINTENANCE AND IMPROVEMENT OF A CENTRAL LENDING COLLECTION OF FILMS, FILMSTRIPS, RECORDINGS, AND OTHER EXPENSIVE OR INFREQUENTLY-USED MATERIALS

Before March 1, the County Superintendent will identify at least three subject areas for substantial collection improvement. The county consultant staff will accept the three named areas, and they will be supportable under NDEA.

Before April 10, the County Superintendent will develop purchase lists in the three named areas and in at least two other areas.

No later than September 1, the County Superintendent will complete and distribute an audio-visual catalog of elementary and secondary school materials to all teachers and administrators. At least 90% of all users will evaluate the catalog as effective.

No later than fourteen days after request by an educator, the County Superintendent will respond by booking verification, shipping, cleaning, or repairing.

PROMOTION OF EFFECTIVE USE OF AUDIO-VISUAL INSTRUCTIONAL MATERIALS

Teachers will use 97% of all new materials at least once during the first year the piece is in a school or in the central collection.

REPAIR OF INSTRUCTIONAL EQUIPMENT

In 90% of all cases, repairs and delivery of equipment will take place within a two-week period.

A/V BUDGET NUMBER 242

CHARGES		Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. - .10 pos.		1,751		
12	Sal. Cons. Psych. - .15 pos.		2,562		
13	Sal. Tchr. - pos.				
14	Retirement		130		
15	Hosp., Other Ins.		145		
10	CERTIFICATED PERSONNEL		4,588		
21	Sal. -1.98 pos.		12,189		
22	Retirement		1,493		
23	Hosp., Other Ins.		1,219		
20	CLASSIFIED PERSONNEL		14,901		
	TOTAL PERSONNEL		19,489		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)		2,400		
41b	Instruc. Mat.				
41c	Field Trips				
41d	Mileage, Conf., Conv.		217		
42a	Office Equip. (Repl.)		500		
42b	Office Supplies		2,700		
42c	Veh. Op. & Main.		800		
43	Insurance		150		
44	Consultant				
45	Contract Services				
46	Rents & Leases		2,000		
47	Util. & Custo. Srvcs.				
48	Other				
40	OPERATING EXPENSES		8,767		
51	A/V Materials		22,342		
52	Library Books				
53	Site Improvement				
54	Instruc. Equip. (New)		4,300		
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY		26,642		
60	TRANSPORTATION - pos.				
70	FOOD SERVICES				
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		54,898		
INCOME					
101	Direct				
102	Coordination		15,898		
103	Special Education				
100	STATE INCOME				
111	District		30,000		
112	Other Counties				
113	Other				
110	CONTRACT INCOME				
121	Special Ed. Co. Tax				
122	Special Ed. Dist. Tax				
123	County General Tax				
120	LOCAL INCOME				
130	FEDERAL INCOME		9,000*		
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		54,898		

*Anticipated

TITLE: Distribution Program COMPONENT OF: Instructional Materials Program

LEVEL: IV NUMBER: 243 DATE: 5-1-70

DEVELOPED BY: Al Tuttle

GOALS:

IN SUPPORT OF CLASSROOM INSTRUCTION, THE COUNTY BOARD OF EDUCATION PROVIDES A SYSTEM OF DISTRIBUTION TO EACH SCHOOL SITE AND DISTRICT OFFICE IN EL DORADO COUNTY DURING THE YEAR EXCLUDING HOLIDAYS AND WEEKENDS.

OBJECTIVES:

The County Superintendent will complete 95% of all weekly deliveries to school sites and district offices on the scheduled day.

Ninety per cent of the instructional materials will be provided for the requested period of use keeping rejects to less than ten per cent and ninety per cent of the materials in use shall be returned to the instructional materials center on time.

DISTRIBUTION BUDGET NUMBER 243

	CHARGES	Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. -.03 pos.		530		
12	Sal. Cons. Psych. - pos.				
13	Sal. Tchr. - pos.				
14	Retirement		17		
15	Hosp., Other Ins.		18		
10	CERTIFICATED PERSONNEL		565		
21	Sal. -.30 pos.		2,326		
22	Retirement		285		
23	Hosp., Other Ins.		187		
20	CLASSIFIED PERSONNEL		2,798		
	TOTAL PERSONNEL		3,363		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)				
41b	Instruc. Mat.				
41c	Field Trips				
41d	Mileage, Conf., Conv.		25		
42a	Office Equip. (Repl.)				
42b	Office Supplies				
42c	Veh. Op. & Main.		100		
43	Insurance		50		
44	Consultant				
45	Contract Services				
46	Rents & Leases		1,000		
47	Util. & Custo, Srvcs.				
48	Other				
40	OPERATING EXPENSES		1,175		
51	A/V Materials				
52	Library Books				
53	Site Improvement				
54	Instruc. Equip. (New)				
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY				
60	TRANSPORTATION - pos.				
70	FOOD SERVICES				
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		4,538		
	INCOME				
101	Direct				
102	Coordination		3,038		
103	Special Education				
100	STATE INCOME				
111	District				
112	Other Counties		1,500		
113	Other				
110	CONTRACT INCOME				
121	Special Ed. Co. Tax				
122	Special Ed. Dist. Tax				
123	County General Tax				
120	LOCAL INCOME				
130	FEDERAL INCOME				
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		4,538		

Program Title ADMINISTRATIVE SERVICES

Level III Number 25 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education provides administrative services in the areas of legal problems, legislation, coordination and communication.

Objective Statement

Under the direction of the Associate Superintendent, the County Office of Education provides administrative services in the areas of legal problems, legislation, coordination and communications as prescribed by the policy approved by the County Superintendent of Schools and the County Board of Education.

Program Description

The County Office of Education provides administrative services in the areas of legal problems, legislation, coordination and communication.

ADMINISTRATIVE BUDGET NUMBER 25

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - pos.		17,442		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		526		
	15	Hosp., Other Ins.		554		
10		CERTIFICATED PERSONNEL		18,522		
	21	Sal. -5.49 pos.		32,837		
	22	Retirement		3,666		
	23	Hosp., Other Ins.		2,714		
20		CLASSIFIED PERSONNEL		39,217		
		TOTAL PERSONNEL		57,739		
	31	Salary		1,898		
	32	Expenses		6,500		
	33	Mileage		2,900		
30		BRD., CO.COMM. & COMMISS.		10,398		
	41a	Instruc. Equip. (Repl.)		2,600		
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		940		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		18,955		
	42c	Veh. Op. & Main.		950		
	43	Insurance		400		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		5,250		
	47	Util. & Custo. Srvcs.		5,250		
	48	Other				
40		OPERATING EXPENSES		34,345		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		1,500		
	55	Office Equip. (New)		7,851		
	56	Land				
50		CAPITAL OUTLAY		9,351		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		111,833		
INCOME						
	101	Direct		1,000		
	102	Coordination		1,700		
	103	Special Education		5,451		
100		STATE INCOME		8,151		
	111	District		500		
	112	Other Counties		300		
	113	Other				
110		CONTRACT INCOME		800		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		87,398		
120		LOCAL INCOME		87,398		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME - STATE		15,484		
		TOTAL INCOME		111,833		

Program Title COUNTY BOARD

Level IV Number 250 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education is an agency of the County Board of Education and provides all services required by the Board to enable the Board to carry out its legal functions.

Objectives Statement

Each year, the County Office of Education serves as a service agency for the County Board of Education to enable the Board to meet its mandates as prescribed by law.

Program Description

The Education Code of California mandates various legal responsibilities to the County Board of Education. The County Office of Education, in coordination with the County Superintendent of Schools, acts as an agent to assist the County Board in meeting its legal requirements.

COUNTY BOARD BUDGET NUMBER 250

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .25 pos.		4,656		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		139		
	15	Hosp., Other Ins.		149		
10		CERTIFICATED PERSONNEL		4,944		
	21	Sal. -.14 pos.		1,242		
	22	Retirement		143		
	23	Hosp., Other Ins.		90		
20		CLASSIFIED PERSONNEL		1,475		
		TOTAL PERSONNEL		6,419		
	31	Salary		1,898		
	32	Expenses		6,500		
	33	Mileage		1,600		
30		BRD., CO.COMM. & COMMISS.		9,998		
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		250		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		6,500		
	42c	Veh. Op. & Main.		100		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		750		
	47	Util. & Custo. Srvcs.		500		
	48	Other				
40		OPERATING EXPENSES		8,100		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		500		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		500		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		25,017		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		25,017		
120		LOCAL INCOME		25,017		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		25,017		

TITLE: County Superintendent's Program **COMPONENT:** Administrative Services Program

LEVEL: IV **NUMBER:** 251 **DATE:** 5-1-70

DEVELOPED BY:

GOALS AND OBJECTIVES TO BE DEVELOPED

COUNTY SUPERINTENDENT BUDGET NUMBER 251

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .32 pos.		5,949		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		183		
	15	Hosp., Other Ins.		186		
10		CERTIFICATED PERSONNEL		6,318		
	21	Sal. -.79 pos.		7,686		
	22	Retirement		863		
	23	Hosp., Other Ins.		517		
20		CLASSIFIED PERSONNEL		9,066		
		TOTAL PERSONNEL		15,384		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		320		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		3,000		
	42c	Veh. Op. & Main.		150		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		750		
	47	Util. & Custo. Srvcs.		750		
	48	Other				
40		OPERATING EXPENSES		5,070		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		1,000		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		1,000		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		21,454		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		5,970		
120		LOCAL INCOME		5,970		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME - STATE		15,484		
		TOTAL INCOME		21,454		

Program Title COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION

Level IV Number 252 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education provides funds, clerical assistance, meeting rooms, and technical advice to the County Committee on School District Organization.

Objective Statement

Each year, the County Office of Education assists the County Committee on School District Organization to meet its requirements as mandated by law by budgeting funds for its operation, providing clerical and secretarial assistance, arranging meetings, doing research, and making reports, as specified by various sections in the Education Code.

Program Descriptions

The County Committee on School District Organization is charged by state mandate to participate in all activities involving the creation or dissolution of school districts, studies on unification, junior college boundaries, and all other school district boundary changes. The County Superintendent serves as secretary to the County Committee. The County Office assists the County Committee in carrying out its functions.

COUNTY COMMITTEE BUDGET 103 NUMBER 252

CHARGES		Current Year	Budget Year	2nd Year	3rd Y
11	Sal. Adm. - .07 pos.		1,300		
12	Sal. Cons. Psych. - pos.				
13	Sal. Tchr. - pos.				
14	Retirement		39		
15	Hosp., Other Ins.		42		
10	CERTIFICATED PERSONNEL		1,381		
21	Sal. - .04 pos.		312		
22	Retirement		38		
23	Hosp., Other Ins.		24		
20	CLASSIFIED PERSONNEL		374		
	TOTAL PERSONNEL		1,755		
31	Salary				
32	Expenses				
33	Mileage		400		
30	BRD., CO.COMM. & COMMISS.		400		
41a	Instruc. Equip. (Repl.)				
41b	Instruc. Mat.				
41c	Field Trips				
41d	Mileage, Conf., Conv.		70		
42a	Office Equip. (Repl.)				
42b	Office Supplies		300		
42c	Veh. Op. & Main.				
43	Insurance				
44	Consultant				
45	Contract Services				
46	Rents & Leases		250		
47	Util. & Custo. Srvcs.		250		
48	Other				
40	OPERATING EXPENSES		870		
51	A/V Materials				
52	Library Books				
53	Site Improvement				
54	Instruc. Equip. (New)				
55	Office Equip. (New)				
56	Land				
50	CAPITAL OUTLAY				
60	TRANSPORTATION - pos.				
70	FOOD SERVICES				
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		3,025		
INCOME					
101	Direct				
102	Coordination				
103	Special Education				
100	STATE INCOME				
111	District				
112	Other Counties				
113	Other				
110	CONTRACT INCOME				
121	Special Ed. Co. Tax				
122	Special Ed. Dist. Tax				
123	County General Tax		3,025		
120	LOCAL INCOME		3,025		
130	FEDERAL INCOME				
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		3,025		

Program Title COORDINATION

Level IV Number 253 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education provides coordinative services between the County Office of Education and the 16 school districts, between the 16 school districts and various State and Federal agencies and between the County Office of Education and various State and Federal agencies.

Objective Statement

Pursuant to board policy and office regulations, the County Office of Education provides coordinative services (etc.).

Program Description

The County Office of Education provides coordinative services between the County Office of Education and the 16 school districts, between the 16 school districts and various State and Federal agencies, and between the County Office of Education and various State and Federal agencies.

COORDINATION BUDGET 105 NUMBER 253

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .08 pos.		1,482		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		46		
	15	Hosp., Other Ins.		46		
10		CERTIFICATED PERSONNEL		1,574		
	21	Sal. -.28 pos.		2,054		
	22	Retirement		251		
	23	Hosp., Other Ins.		175		
20		CLASSIFIED PERSONNEL		2,480		
		TOTAL PERSONNEL		4,054		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		80		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		4,155		
	42c	Veh. Op. & Main.		200		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		500		
	47	Util. & Custo. Srvcs.		500		
	48	Other				
40		OPERATING EXPENSES		5,535		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		9,589		
INCOME						
	101	Direct				
	102	Coordination		500		
	103	Special Education		500		
100		STATE INCOME		1,000		
	111	District		500		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		500		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		8,089		
120		LOCAL INCOME		8,089		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		9,589		

Program Title HOUSING

Level IV Number 254 Date

Developed by Will Grossbach

Goal Statement

The administrative division of the business department arranges for office space and classrooms for the program of the County Superintendent of Schools and the County Board of Education.

Objective Statement

At period intervals, the administrative division of the business department arranges for the lease of office space for the consultant and administrative services of the County Office of Education and rents, leases, or purchases classrooms for the educational programs under the jurisdiction of the County Office of Education and the County Superintendent of Schools, as regulated by the provisions of the Education Code.

Program Description

The office facilities of the County Office of Education are paid for by the Board of Supervisors. Arrangements are made to negotiate for this lease at regular intevals. The building must be maintained. Alterations frequently occur. This is taken care of by the administrative division of the business department.

Classrooms for special education programs must be leased, rented, or purchased.

HOUSING BUDGET 107 NUMBER 254

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .01 pos.		182		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		5		
	15	Hosp., Other Ins.		6		
10		CERTIFICATED PERSONNEL		193		
	21	Sal. -1.46pos.		5,974		
	22	Retirement		647		
	23	Hosp., Other Ins.		368		
20		CLASSIFIED PERSONNEL		6,989		
		TOTAL PERSONNEL		7,182		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		10		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		250		
	42c	Veh. Op. & Main.		50		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		500		
	47	Util. & Custo. Srvcs.		500		
	48	Other				
40		OPERATING EXPENSES		1,310		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		8,492		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		8,492		
120		LOCAL INCOME		8,492		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		8,492		

Program Title LEGAL AND LEGISLATIVE SERVICES

Level IV Number 255 Date

Developed by Will Grossbach

Goal Statement

The El Dorado County Office of Education maintains close contact with County and State legal departments to assist school districts with legal problems, and interpretation of education and government codes relating to public school operations. Liaison is also maintained with legislators representing El Dorado County, governmental and educational agencies, and all other available sources involved in legislation to keep in :med informed of proposed or pending legislation affecting public school operations.

Objective Statement

The County Office of Education assists school districts requesting legal interpretation of Education or Government Code.

It refers all districts requesting legal assistance to appropriate County or State legal departments.

It analyzes proposed and pending legislation affecting school districts and coordinates voting strength on essential legislation.

It initiates legislation that would be beneficial to the school system.

Program Description Summary

The County Office of Education assists school districts in legal matters and keeps districts informed on legislation affecting public school operations.

LEGAL & LEGISLATION BUDGET NUMBER 255

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. -.13 pos.		2,419		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		72		
	15	Hosp., Other Ins.		77		
10		CERTIFICATED PERSONNEL		2,568		
	21	Sal. -.08 pos.		617		
	22	Retirement		76		
	23	Hosp., Other Ins.		50		
20		CLASSIFIED PERSONNEL		743		
		TOTAL PERSONNEL		3,311		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		130		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		3,000		
	42c	Veh. Op. & Main.		200		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		500		
	47	Util. & Custo. Srvcs.		500		
	48	Other				
40		OPERATING EXPENSES		4,430		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		7,741		

		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education		1,000		
100		STATE INCOME		1,000		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		6,741		
120		LOCAL INCOME		6,741		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		7,741		

Program Title DUPLICATING

Level IV Number 256 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education maintains a duplicating department with the necessary equipment to duplicate and reproduce various documents, brochures, handbooks, and courses of study for the County Office of Education as well as various school districts in the County.

Objective Statement

Pursuant to certain requirements of the Education Code and the policy of the County Board of Education and the County Superintendent of Schools, the duplicating department, each year, duplicates and reproduces various documents, brochures, handbooks, and courses of study for the County Office of Education, as well as various school districts in accordance with specifications prescribed by the County Office of Education.

Program Description

The County Office of Education maintains a duplicating department with various equipment to duplicate brochures, handbooks, course of study, and announcements for the County Office of Education and the various school districts in the County.

DUPLICATION BUDGET NUMBER 256

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .01 pos.		182		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		5		
	15	Hosp., Other Ins.		6		
10		CERTIFICATED PERSONNEL		193		
	21	Sal. - .89 pos.		5,126		
	22	Retirement		552		
	23	Hosp., Other Ins.		619		
20		CLASSIFIED PERSONNEL		6,297		
		TOTAL PERSONNEL		6,490		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		10		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		250		
	42c	Veh. Op. & Main.		50		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		750		
	47	Util. & Custo. Srvcs.		750		
	48	Other				
40		OPERATING EXPENSES		1,810		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		3,351		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		3,351		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		11,651		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education		2,651		
100		STATE INCOME		2,651		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		9,000		
120		LOCAL INCOME		9,000		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		11,651		

Program Title COMMUNICATIONS

Level IV Number 257 Date

Developed by Will Grossbach

Goal Statement

The Office of Education establishes effective communications through centralization of telephone, mail and receptionist services.

Objective Statement

The County Office of Education provides telephone service to all County Office departments and arranges for additions to or change of service as required.

It processes all incoming and outgoing mail at a central mail area for all County Office departments.

It provides receptionist services to handle distribution of incoming telephone calls and assistance to persons visiting the County Office of Education.

Program Description Summary

The County Office of Education provides telephone services to all County Office departments and arranges for additions to or change of service as required.

It processes all incoming and outgoing mail at a central mail area for all County Office departments.

It provides receptionist service to handle distribution of incoming telephone calls and assistance to persons visiting the County Office of Education.

COMMUNICATIONS BUDGET NUMBER 257

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .01 pos.		182		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		5		
	15	Hosp., Other Ins.		6		
10		CERTIFICATED PERSONNEL		193		
	21	Sal. -1.39 pos.		6,398		
	22	Retirement		685		
	23	Hosp., Other Ins.		603		
20		CLASSIFIED PERSONNEL		7,686		
		TOTAL PERSONNEL		7,879		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		10		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		500		
	42c	Veh. Op. & Main.		100		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		500		
	47	Util. & Custo. Srvcs.		500		
	48	Other				
40		OPERATING EXPENSES		1,710		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)		1,000		
	56	Land				
50		CAPITAL OUTLAY		1,000		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		10,589		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		10,589		
120		LOCAL INCOME		10,589		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		10,589		

Program Title ELECTIONS

Level IV Number 258 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education assists school district governing boards in all matters relating to the various school district elections, advising them of their duties and responsibilities mandated by the Education Code. Should a school district order an election, the County Office of Education ensures that all legal requirements are met and conducts the election.

Objective Statement

The County Office of Education advises school districts considering elections and assists in preparation of required documents within time limits requested by district. It supervises and coordinates school district elections ordered, called, and conducted within the El Dorado County Office of Education jurisdiction verifying conformance to all legal provisions, and holds the election.

Program Description Summary

The El Dorado County Office of Education provides election services to school districts and assists in preparation of elections data and materials, as well as conducting the election.

ELECTIONS BUDGET NUMBER 258

			Current Year	Budget Year	2nd Year	3rd Year
CHARGES						
	11	Sal. Adm. - .05 pos.		908		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		27		
	15	Hosp., Other Ins.		30		
10		CERTIFICATED PERSONNEL		965		
	21	Sal. -.34 pos.		2,804		
	22	Retirement		336		
	23	Hosp., Other Ins.		218		
20		CLASSIFIED PERSONNEL		3,358		
		TOTAL PERSONNEL		4,323		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		50		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		750		
	42c	Veh. Op. & Main.		100		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		500		
	47	Util. & Custo. Srvcs.		500		
	48	Other				
40		OPERATING EXPENSES		1,900		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)		500		
	56	Land				
50		CAPITAL OUTLAY		500		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		6,723		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		6,723		
120		LOCAL INCOME		6,723		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		6,723		

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Program Title VEHICLES

Level IV Number 259 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education purchases, maintains, and schedules use of vehicles required in its operation.

Objective Statement

The County Office purchases vehicles in conformance with legal codes relating to purchasing for California schools and required approval of the County Board of Education. Maintenance and use of vehicles is scheduled through the business office under established guidelines.

Program Description Summary

The County Office of Education purchases vehicles required in its operation, schedule regular maintenance and supervise assignment of vehicles.

VEHICLES BUDGET 117 NUMBER 259

CHARGES		Current Year	Budget Year	2nd Year	3rd Year
11	Sal. Adm. - .01 pos.		182		
12	Sal. Cons. Psych. - pos.				
13	Sal. Tchr. - pos.				
14	Retirement		5		
15	Hosp., Other Ins.		6		
10	CERTIFICATED PERSONNEL		193		
21	Sal. - pos.		624		
22	Retirement		75		
23	Hosp., Other Ins.		50		
20	CLASSIFIED PERSONNEL		749		
	TOTAL PERSONNEL		942		
31	Salary				
32	Expenses				
33	Mileage				
30	BRD., CO.COMM. & COMMISS.				
41a	Instruc. Equip. (Repl.)		2,600		
41b	Instruc. Mat.				
41c	Field Trips				
41d	Mileage, Conf., Conv.		10		
42a	Office Equip. (Repl.)				
42b	Office Supplies		250		
42c	Veh. Op. & Main.				
43	Insurance				
44	Consultant				
45	Contract Services				
46	Rents & Leases		250		
47	Util. & Custo. Srvcs.		500		
48	Other				
40	OPERATING EXPENSES		3,610		
51	A/V Materials				
52	Library Books				
53	Site Improvement				
54	Instruc. Equip. (New)				
55	Office Equip. (New)		3,000		
56	Land				
50	CAPITAL OUTLAY		3,000		
60	TRANSPORTATION - pos.				
70	FOOD SERVICES				
81					
82					
80	OTHER PROGRAM CHARGES				
	TOTAL PROGRAM COST		7,552		
INCOME					
101	Direct		1,000		
102	Coordination		1,200		
103	Special Education		1,300		
100	STATE INCOME		3,500		
111	District				
112	Other Counties		300		
113	Other				
110	CONTRACT INCOME		300		
121	Special Ed. Co. Tax				
122	Special Ed. Dist. Tax				
123	County General Tax		3,752		
120	LOCAL INCOME		3,752		
130	FEDERAL INCOME				
140	FOREST RESERVE INCOME				
150	OTHER INCOME				
	TOTAL INCOME		7,552		

Program Title PERSONNEL SERVICES

Level III Number 26 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education provides personnel services to all school districts in the areas of credentialling, personnel records, and recruiting. Advisory services are also available in other personnel matters.

Objective Statement

The County Office of Education supervises and coordinates teacher and administrator credentialling for all of the school districts, verifying that all State Education Code requirements are met.

It coordinates teacher and administrator recruitment, receives teacher applications and makes referrals to districts.

It maintains a personnel file for all of the classified and certificated employees in the county schools, insuring documentation of employment procedures required by law.

It provides advisory services to districts requesting assistance in other personnel matters.

Program Description Summary

The County Office provides credentialling, personnel files, and recruitment services and, if requested, will assist districts in other personnel matters.

PERSONNEL BUDGET NUMBER 26

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .5 pos.		2,755		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		86		
	15	Hosp., Other Ins.		86		
10		CERTIFICATED PERSONNEL		2,927		
	21	Sal. -.86 pos.		7,094		
	22	Retirement		851		
	23	Hosp., Other Ins.		551		
20		CLASSIFIED PERSONNEL		8,496		
		TOTAL PERSONNEL		11,423		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		150		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		3,000		
	42c	Veh. Op. & Main.		300		
	43	Insurance		100		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		1,000		
	47	Util. & Custo. Srvcs.		800		
	48	Other				
40		OPERATING EXPENSES		5,350		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		16,773		
		INCOME				
	101	Direct				
	102	Coordination		6,342		
	103	Special Education		1,500		
100		STATE INCOME		7,842		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		8,931		
120		LOCAL INCOME		8,931		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		16,773		

Program Title CREDENTIALS

Level IV Number 261 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education coordinates and supervises teacher and administrator credentialling and registers credentials as required by law.

Objective Statement

The County Office of Education assists teachers and administrators in filing applications for credentials or credential renewals, verifying that all documents required by the Education Code are in order and properly filed. The County Office registers credentials of all personnel employed as certificated staff in El Dorado County public schools, as mandated by law.

Program Description Summary

Coordination and supervision of credentialling by the County Office of Education, is designed to assist teachers and administrators requiring credentials or renewals through a central department that is knowledgeable of all requirements of the State Education Code and has available all documents necessary for processing. It also complies with the law that requires registration of credentials.

CREDENTIALS BUDGET 121 NUMBER 261

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .03 pos.		545		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		16		
	15	Hosp., Other Ins.		18		
10		CERTIFICATED PERSONNEL		579		
	21	Sal. - .37 pos.		3,052		
	22	Retirement		366		
	23	Hosp., Other Ins.		237		
20		CLASSIFIED PERSONNEL		3,655		
		TOTAL PERSONNEL		4,234		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		30		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,000		
	42c	Veh. Op. & Main.		100		
	43	Insurance		50		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		300		
	47	Util. & Custo. Srvcs.		200		
	48	Other				
40		OPERATING EXPENSES		1,680		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		5,914		

INCOME						
	101	Direct				
	102	Coordination		2,000		
	103	Special Education		500		
100		STATE INCOME		2,500		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		3,414		
120		LOCAL INCOME		3,414		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		5,914		

Program Title PERSONNEL RECORDS

Level IV Number 262 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education maintains a complete file on each classified and certificated employee in El Dorado County schools.

Objective Statement

The County Office of Education maintains personnel files on all El Dorado County school employees and verifies yearly that all documents required by the Education Code, State regulations, and Federal Codes, are on file.

Program Description Summary

The County Office of Education maintains personnel files for each school employee, ensuring that all State and Federal employment requirements are met.

PERSONNEL RECORDS BUDGET NUMBER 262

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .04 pos.		726		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		24		
	15	Hosp., Other Ins.		22		
10		CERTIFICATED PERSONNEL		772		
	21	Sal. - .37 pos.		3,052		
	22	Retirement		366		
	23	Hosp., Other Ins.		237		
20		CLASSIFIED PERSONNEL		3,655		
		TOTAL PERSONNEL		4,427		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		40		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,000		
	42c	Veh. Op. & Main.		100		
	43	Insurance		50		
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		500		
	47	Util. & Custo. Srvcs.		400		
	48	Other				
40		OPERATING EXPENSES		2,090		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		6,517		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education		1,000		
100		STATE INCOME		1,000		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		5,517		
120		LOCAL INCOME		5,517		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		6,517		

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Program Title RECRUITING

Level IV Number 263 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education engages in a recruiting program to obtain classified and certificated personnel for the districts of the County as well as for its own staff.

Objectives Statement

Using criteria and specifications established by the various school districts in the County, as well as the various department of the County Office of Education, the County Office of Education actively recruits administrative, classified, and teaching personnel, at regular intervals, as the need arises.

Program Description

School districts and various departments of the County Office of Education hire classified, certificated, and administrative personnel as the result of attrition, promotion, increased enrollment or expansion of programs. To assist in filling these positions, the County Office of Education has a year-round, on-going recruiting program. Brochures are designed, contacts made with placement offices, and recruiting trips made to various placement offices. Additionally, when specifications are submitted for a particular vacancy, the County Office designs brochures and distributes them to a specified number of placement offices. Often interviews are held and recommendations made.

RECRUITING BUDGET NUMBER 263

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .08 pos.		1,484		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		46		
	15	Hosp., Other Ins.		46		
10		CERTIFICATED PERSONNEL		1,576		
	21	Sal. - .12 pos.		990		
	22	Retirement		119		
	23	Hosp., Other Ins.		77		
20		CLASSIFIED PERSONNEL		1,186		
		TOTAL PERSONNEL		2,762		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		80		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies		1,000		
	42c	Veh. Op. & Main.		100		
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases		200		
	47	Util. & Custo. Srvcs.		200		
	48	Other				
40		OPERATING EXPENSES		1,580		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		4,342		
		INCOME				
	101	Direct				
	102	Coordination		4,342		
	103	Special Education				
100		STATE INCOME		4,342		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		4,342		

Program Title Business Services

Level III Number 27 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education does the payroll, purchases supplies and equipment, pays all bills, audits income and expenditures, and completes as well as supervise State, Federal and local reports.

Objective Statement

At the end of designated periods, the County Office of Education with 100% accuracy, as evaluated by the Associate Superintendent and as revealed by the audits, performs the following tasks:

1. issues payroll warrants to all district and County Office employees
2. purchases supplies and equipment for the County Office of Education
3. prepares standard supply lists for all districts in the County, submits these lists for bid, and arranges for purchase
4. pays all district and County Office vendors upon submission of proper invoices
5. arranges for audit of County service and district records as required by law
6. prepares and supervises reports required by local, State and Federal regulations.

Program Description Summary

The County Office of Education pays all County Office and district personnel, purchases supplies and equipment for the County Office and districts (upon request), pays vendors, arranges for audits and prepares and supervises required reports.

BUSINESS SERVICES BUDGET NUMBER 27

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .42 pos.		7,643		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		232		
	15	Hosp., Other Ins.		248		
10		CERTIFICATED PERSONNEL		8,123		
	21	Sal. -5.17 pos.		31,738		
	22	Retirement		3,830		
	23	Hosp., Other Ins.		2,742		
20		CLASSIFIED PERSONNEL		38,310		
		TOTAL PERSONNEL		46,433		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		150		
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		460		
	42a	Office Equip. (Repl.)		250		
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		600		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		1,460		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		9,400		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		9,400		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		57,293		
		INCOME				
	101	Direct		650		
	102	Coordination		3,392		
	103	Special Education		4,654		
100		STATE INCOME		8,696		
	111	District		1,212		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		1,212		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		46,048		
120		LOCAL INCOME		46,048		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME		1,337		
		TOTAL INCOME		57,293		

Program Title Payroll

Level IV Number 271 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education prepares and issues payroll warrants to County Office and district employees.

Objective Statement

1. At the end of each designated period, as specified by law, the payroll devision of the business department: (1) prepares and issues payroll warrants to County Office and district personnel; (2) prepares reports pertaining to payrolls; and (3) prepares W-2 forms with 100% accuracy as evaluated by the Associate Superintendent and revealed by the audit.

Program Description

The payroll division of the business department prepares and issues payroll warrants to County Office and district personnel from data supplies; makes payroll deductions and forwards funds to the proper agencies and prepares reports related to payroll procedures.

PAYROLL BUDGET NUMBER 271

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .05 pos.		908		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		28		
	15	Hosp., Other Ins.		29		
10		CERTIFICATED PERSONNEL		965		
	21	Sal. -2.05pos.		10,385		
	22	Retirement		1,271		
	23	Hosp., Other Ins.		842		
20		CLASSIFIED PERSONNEL		12,498		
		TOTAL PERSONNEL		13,463		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		50		
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		50		
	42a	Office Equip. (Repl.)		250		
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		400		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		750		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		8,000		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		8,000		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		22,213		
INCOME						
	101	Direct				
	102	Coordination		2,492		
	103	Special Education				
100		STATE INCOME		2,492		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		19,721		
120		LOCAL INCOME		19,721		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		22,213		

Program Title COUNTY SERVICE PAYROLL

Level V Number 2711 Date

Developed by Will Grossbach

Goal Statement

The business department of the County Office of Education prepares and issues payroll warrants to the County Service employees .

Objective Statement

At the end of each designated period as specified by law, the payroll division of the business department prepares and issues payroll warrants to County Service employees; makes and records payroll deductions; prepares local, State and Federal reports pertaining to payrolls; and prepares W-2 forms with 100% accuracy as evaluated by the Associate Superintendent and revealed by the audit.

DISTRICT PAYROLL BUDGET 131 NUMBER 2711

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .03 pos.		545		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		16		
	15	Hosp., Other Ins.		18		
10		CERTIFICATED PERSONNEL		579		
	21	Sal. 1.95 pos.		9,563		
	22	Retirement		1,171		
	23	Hosp., Other Ins.		778		
20		CLASSIFIED PERSONNEL		11,512		
		TOTAL PERSONNEL		12,091		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		30		
	42a	Office Equip. (Repl.)		250		
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		350		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		630		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		7,000		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		7,000		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		19,721		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		19,721		
120		LOCAL INCOME		19,721		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		19,721		

Program Title DISTRICT PAYROLLS

Level V Number 2712 Date

Developed by Will Grossbach

Goal Statement

The business department of the County Office of Education prepares and issues payroll warrants to school district employees.

Objective Statement

At the end of each designated period as specified by law, the payroll division of the business department prepares and issues payroll warrants to district employees, makes and records payroll deductions; prepares local, State and Federal reports pertaining to payrolls; and prepares W-2 forms with 100% accuracy as evaluated by the Associate Superintendent and revealed by the audit.

Program Description

The payroll division of the business department prepares and issues payroll warrants to district personnel from data supplied; makes payroll deductions and forwards funds to the proper agencies, and prepares reports related to payroll procedures.

COUNTY SERVICE PAYROLL BUDGET 133 NUMBER 2712

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		363		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		12		
	15	Hosp., Other Ins.		11		
10		CERTIFICATED PERSONNEL		386		
	21	Sal. -.10 pos.		822		
	22	Retirement		100		
	23	Hosp., Other Ins.		64		
20		CLASSIFIED PERSONNEL		986		
		TOTAL PERSONNEL		1,372		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		50		
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		20		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		50		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		120		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		1,000		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		1,000		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		2,492		
INCOME						
	101	Direct				
	102	Coordination		2,492		
	103	Special Education				
100		STATE INCOME		2,492		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		2,492		

Program Title PURCHASING

Level IV Number 272 Date

Developed by Will Grossbach

Goal Statement

The business department of the County Office of Education:

1. prepares a standard supply list for pool purchases by the various school agencies
2. purchases supplies and equipment for the various operations of the County Office of Education.

Objective Statement

At the end of each 12 month period, the purchasing division of the business department:

1. develops specifications for approximately 300 various items used by various educational agencies and submits these to bid
2. purchases various supplies and equipment for the various operations of the County Office of Education.

Specifications are developed which are considered to be the best items available at a reasonable price.

Program Descriptions

Pool purchasing of a standard supply list.
Purchase of other supplies and equipment.

PURCHASE BUDGET NUMBER 272

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .06 pos.		1,095		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		34		
	15	Hosp., Other Ins.		35		
10		CERTIFICATED PERSONNEL		1,164		
	21	Sal. - .43 pos.		2,406		
	22	Retirement		270		
	23	Hosp., Other Ins.		205		
20		CLASSIFIED PERSONNEL		2,881		
		TOTAL PERSONNEL		4,045		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		100		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		100		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		700		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		700		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		4,845		
INCOME						
	101	Direct		300		
	102	Coordination		400		
	103	Special Education		2,106		
100		STATE INCOME		2,806		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		2,039		
120		LOCAL INCOME		2,039		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		4,845		

Program Title POOL PURCHASING

Level V Number 2721 Date

Developed by Will Grossbach

Goal Statement

The purchasing division of the business department develops a standard supply list for pool purchase.

Objective Statement

At the end of each 12 month period, the purchasing division of the business department develops a standard supply list, utilizing the recommendations of the various districts involved, in coordination with 3 other county offices, obtains the number of items needed by each district, submits the list for bid, and arranges for purchase and delivery of the approximately 300 items. The specifications of each item are compared with the specifications of generally accepted items of the California Association of School Business Officials.

Program Description

The purchasing division cooperates with 3 other counties to develop a Standard Supply List of 300 items. Districts are asked to select the number of items they will need for a 12 month period from this list. The list is offered for bid. The items are purchased and delivery made to the districts.

POOL PURCHASE BUDGET NUMBER 2721

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .02 pos.		363		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		12		
	15	Hosp., Other Ins.		11		
10		CERTIFICATED PERSONNEL		386		
	21	Sal. -.17 pos.		919		
	22	Retirement		100		
	23	Hosp., Other Ins.		74		
20		CLASSIFIED PERSONNEL		1,093		
		TOTAL PERSONNEL		1,479		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		60		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		60		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		500		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		500		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		2,039		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		2,039		
120		LOCAL INCOME		2,039		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		2,039		

Program Title REGULAR PURCHASING

Level V Number 2722 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education facilitates the orderly procurement of items and services required by the County Office of Education through a designated purchasing agent observing all legal provisions and guidelines established by the County Board of Education.

Objective Statement

1. 100% of all purchases are made by pre-numbered purchase orders prepared with all pertinent information and approved by authorized personnel.
2. The purchasing agent determines that the proper product is purchased for the purpose required, that delivery is made when needed, and that a proper price is paid.
3. All legal codes relating to purchasing for California schools are strictly observed.

Program Description Summary

Purchase items and services under sound business management principles and within the scope of Federal and State laws and established guidelines.

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REGULAR PURCHASE BUDGET 139 NUMBER 2722

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .04 pos.		732		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		22		
	15	Hosp., Other Ins.		24		
10		CERTIFICATED PERSONNEL		778		
	21	Sal. - .26 pos.		1,487		
	22	Retirement		170		
	23	Hosp., Other Ins.		131		
20		CLASSIFIED PERSONNEL		1,788		
		TOTAL PERSONNEL		2,566		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		40		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		40		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		200		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		200		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		2,806		
INCOME						
	101	Direct		300		
	102	Coordination		400		
	103	Special Education		2,106		
100		STATE INCOME		2,806		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		2,806		

Program Title VENDOR WARRANTS

Level IV Number 273 Date

Developed by Will Grossbach

Goal Statement

The business department of the County Office of Education pays district and County vendors upon submission of proper invoices or authorized warrant orders.

Objective Statement

1. All approved district and County vendor invoices are paid by warrant not later than the 25th day of each month.
2. Accounts payable clerk verifies 100% of the vendor invoices to County Office purchase order or district warrant order prior to payment.

Program Description Summary

After verification, all district and County Office vendor invoices are paid by warrant by the 25th day of each month.

VENDOR WARRANTS BUDGET NUMBER 273

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .05 pos.		908		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		28		
	15	Hosp., Other Ins.		29		
10		CERTIFICATED PERSONNEL		965		
	21	Sal. -1.10pos.		6,836		
	22	Retirement		837		
	23	Hosp., Other Ins.		673		
20		CLASSIFIED PERSONNEL		8,346		
		TOTAL PERSONNEL		9,311		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		50		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		100		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		150		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)		700		
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY		700		
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		10,161		
		INCOME				
	101	Direct		150		
	102	Coordination		200		
	103	Special Education		1,548		
100		STATE INCOME		1,898		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		8,263		
120		LOCAL INCOME		8,263		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		10,161		

Program Title AUDITS

Level IV Number 274 Date

Developed by Will Grossbach

Goal Statement

The business department of the County Office of Education by the first day of June of each fiscal year, provides for an audit of all funds under its jurisdiction, and funds under the jurisdiction of school district governing boards, as required by Education Code section 17206.

Objective Statement

1. Request bids or negotiate with qualified auditing firms for audit of County Office and school district funds to be conducted for each fiscal year and completed by December 21.
2. Audit to include selected list of audit procedures applicable to examinations of California school districts and funds under the control of County Superintendents of Schools as prepared by the audits division of the California State Department of Finance and as specified in Education Code 17206.

Program Description Summary

The business department will arrange for annual audits of school districts and County Office of Education funds as outlined and mandated by the Education Code.

AUDIT BUDGET 143 NUMBER 274

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .06 pos.		1,095		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		33		
	15	Hosp., Other Ins.		36		
10		CERTIFICATED PERSONNEL		1,164		
	21	Sal. -.13 pos.		1,018		
	22	Retirement		124		
	23	Hosp., Other Ins.		83		
20		CLASSIFIED PERSONNEL		1,225		
		TOTAL PERSONNEL		2,389		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		60		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		100		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		160		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		2,549		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District		1,212		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		1,212		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME - STATE		1,337		
		TOTAL INCOME		2,549		

Program Title DISTRICT AUDITS

Level V Number 2741 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education provides for the annual audit of the records of each school district in the County.

Objective Statement

By June 30 of each year, the County Office of Education, utilizing the talents of the district administrator, draws up the specifications, as provided for by State regulations, offers for bid, and issues a contract to a legally licensed auditing firm for the auditing of the records of each school district in the County by December 31, for the prior year.

Program Description

State law requires an annual audit of each school district's records. The County Office arranges for this audit through a 3 year contract with a legally licensed auditing company. Specifications are drawn up, the specifications are advertised, and bids invited. A contra is offered to the lowest bidder. State requirements are met. The County Office makes working space and district records available to the auditing firm. The audit must be completed for the prior fiscal year by December 31. The County Office pays for the audit and bills each district.

DISTRICT AUDIT BUDGET NUMBER 2741

CHARGES			Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .025 pos.		456		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		15		
	15	Hosp., Other Ins.		14		
10		CERTIFICATED PERSONNEL		485		
	21	Sal. -.07 pos.		542		
	22	Retirement		66		
	23	Hosp., Other Ins.		44		
20		CLASSIFIED PERSONNEL		652		
		TOTAL PERSONNEL		1,137		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		25		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		50		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		75		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		1,212		
INCOME						
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District		1,212		
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME		1,212		
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		1,212		

Program Title COUNTY SERVICE AUDIT

Level V Number 2742 Date

Developed by Will Grossbach

Goal Statement

The County Office of Education provides for the annual audit of its records.

Objective Statement

By June 30 of each year the County Office of Education, utilizing the talents of the County Office of Education staff, draws up the specifications, as provided for by State regulations, offers for bid, and issues a contract to a legally licensed auditing firm for the auditing of the records of the County Office of Education by December 31, for the prior year.

Program Description

State law requires an annual audit of the County Office of Education's records. The County Office arranges for this audit through a 3 year contract with a legally licensed auditing company. Specifications are drawn up, the specifications are advertised, and bids invited. A contract is offered to the lowest bidder. State requirements are met. The County Office makes working space and their records available to the auditing firm. The audit must be completed for the prior fiscal year by December 31. The County Office pays for the audit.

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COUNTY SERVICE AUDIT BUDGET 147 NUMBER 2742

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .035 pos.		639		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		19		
	15	Hosp., Other Ins.		21		
10		CERTIFICATED PERSONNEL		679		
	21	Sal. - .06 pos.		477		
	22	Retirement		58		
	23	Hosp., Other Ins.		38		
20		CLASSIFIED PERSONNEL		573		
		TOTAL PERSONNEL		1,252		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)				
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		35		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant		50		
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		85		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		1,337		
		INCOME				
	101	Direct				
	102	Coordination				
	103	Special Education				
100		STATE INCOME				
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax				
120		LOCAL INCOME				
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME - STATE		1,337		
		TOTAL INCOME		1,337		

Program Title REPORTS

Level IV Number 275 Date

Developed by Will Grossbach

Goal Statement

The business department of the El Dorado County Office of Education coordinates, assists in preparation, reviews, approves, and makes final disposition of all Federal, State and other agency reports required by law or requested for statistical purposes at both district and County level during each fiscal year.

Objective Statement

1. Ensure the County Office of Education that each district or County department required to complete reports receives necessary forms, and specific instructions pertaining to the report. It verifies that all districts or departments have returned reports, accurately completed and properly signed. It certifies reports required, retains required copies for the Office of Education files and forwards reports to Federal or State departments as instructed, by date specified.

Program Description Summary

Necessary controls are established to ensure that all reports requested at district or County level are prepared, verified, and processed as specified in the instructions of each report.

REPORTS BUDGET NUMBER 275

		CHARGES	Current Year	Budget Year	2nd Year	3rd Year
	11	Sal. Adm. - .20 pos.		3,637		
	12	Sal. Cons. Psych. - pos.				
	13	Sal. Tchr. - pos.				
	14	Retirement		109		
	15	Hosp., Other Ins.		119		
10		CERTIFICATED PERSONNEL		3,865		
	21	Sal. -1.46 pos.		11,093		
	22	Retirement		1,328		
	23	Hosp., Other Ins.		939		
20		CLASSIFIED PERSONNEL		13,360		
		TOTAL PERSONNEL		17,225		
	31	Salary				
	32	Expenses				
	33	Mileage				
30		BRD., CO.COMM. & COMMISS.				
	41a	Instruc. Equip. (Repl.)		100		
	41b	Instruc. Mat.				
	41c	Field Trips				
	41d	Mileage, Conf., Conv.		200		
	42a	Office Equip. (Repl.)				
	42b	Office Supplies				
	42c	Veh. Op. & Main.				
	43	Insurance				
	44	Consultant				
	45	Contract Services				
	46	Rents & Leases				
	47	Util. & Custo. Srvcs.				
	48	Other				
40		OPERATING EXPENSES		300		
	51	A/V Materials				
	52	Library Books				
	53	Site Improvement				
	54	Instruc. Equip. (New)				
	55	Office Equip. (New)				
	56	Land				
50		CAPITAL OUTLAY				
60		TRANSPORTATION - pos.				
70		FOOD SERVICES				
	81					
	82					
80		OTHER PROGRAM CHARGES				
		TOTAL PROGRAM COST		17,525		
INCOME						
	101	Direct		200		
	102	Coordination		300		
	103	Special Education		1,000		
100		STATE INCOME		1,500		
	111	District				
	112	Other Counties				
	113	Other				
110		CONTRACT INCOME				
	121	Special Ed. Co. Tax				
	122	Special Ed. Dist. Tax				
	123	County General Tax		16,025		
120		LOCAL INCOME		16,025		
130		FEDERAL INCOME				
140		FOREST RESERVE INCOME				
150		OTHER INCOME				
		TOTAL INCOME		17,525		